

Enrolment Procedures for Non-Local Applications



Linking for Learning



Non-Local Enrolment Procedures

These procedures have been developed by the Principals of the Colo Learning Community Public Schools with close reference to the Department of Education's *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*.

Rationale

Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend. Parents may seek to enrol their child in the school of their choice. School local areas are determined by the Department of Education through a process involving consultation between the Assets Management Directorate and the Director, Educational Leadership.

Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it. Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted. The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

Enrolment Ceilings

Each school will establish an enrolment ceiling, based on available permanent accommodation. Demountables are not usually counted towards the enrolment ceiling unless replacement accommodation is under construction.

Enrolment Buffer

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements. Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. Places in the buffer are not to be offered to non-local students.

Non - Local Area Placement Panel

The Non-Local Placement Panel consists of

- Principal
- Staff Representative
- Parent Representative

The Non-Local Placement Panel meets during Term 4 each year to consider the:

- Enrolment policy including any need to adjust the ceiling or buffer applied
- Enrolment for the following year's Kindergarten intake.

The Non-Local Placement panel meetings may be called if and when necessary during the year to consider specific application/s.

Criteria for Non-Local Enrolment

When enrolment vacancies exist, non-local placements may be considered for children whose parents/carers cite one or more of the following reasons:

- siblings already enrolled at the school (current siblings only)
- medical reasons (exceptional circumstances only)
- safety and supervision of the student before and after school
- exceptional circumstances (provided in writing and attached to the application).

Process

The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation. All non-local applications will be considered with reference to the stated criteria and using the following agreed process:

1. When parents approach a school for a non-local enrolment for their child/children they will be provided with a copy of these procedures and advised of the need to meet with the local school Principal if this has not already occurred; Parents are advised that the Principal will contact the local school to ensure that the school is aware of the application and to discuss stated exceptional circumstances;
2. Parents submit the attached non-local application;
3. Principal contacts the principal of the local school to discuss stated exceptional circumstances or safety and supervision factors and confirm that the parent/s have met with the local school Principal;
4. The enrolment panel considers each enrolment application with reference to the available permanent accommodation, staffing resources and stated criteria for non-local enrolment;
5. Parents are advised in writing of the panel's decision and the outcome of their application.

The principal will ensure that the established criteria are applied equitably to all applicants.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. Where required, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter.

If the matter is not resolved at the local level the Director, Educational Leadership will consider the appeal and make a determination. The Director, Educational Leadership will consult with the relevant principals as necessary. The purpose of the appeal is to determine whether the stated criteria for non-local enrolment have been fairly applied.