1. POLICY FRAMEWORK
Annandale North Public School (ANPS) is required to have a written policy which deals with an enrolment ceiling, enrolment buffer, placement panel, non-local enrolment criteria, waiting list and appeals and grounds on which non-local enrolments will be accepted.

This Enrolment Policy (Policy) is to be read in conjunction with the NSW Department of Education and Communities - Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy (Ref: PD/2002/0006/V01) (DEC Policy).

2. POLICY PURPOSE
This Policy:
(i) specifies the requirements and procedures for enrolling children at ANPS for the information of parents and carers;
(ii) specifies the grounds on which local and non-local enrolments will be accepted at ANPS;
(i) establishes an enrolment ceiling based on available permanent accommodation;
(ii) outlines when, and for what reason, a placement panel will be convened; and
(iii) outlines how an appeal against a decision of a placement panel may be made.

3. ENROLMENT PRINCIPLES
The enrolment of children at ANPS will be consistent with the Education Act 1990 (NSW) (Act) and the DEC Policy, and will be based on the following principles:
(i) children of compulsory school age must be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.
(ii) children are entitled to be enrolled at the government school that is designated the intake area within which the child’s home is situated and that the child is eligible to attend;
(iii) school intake areas are determined by the Department of Education and Communities;
(iv) the primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation

4. LOCAL ENROLMENT APPLICATIONS

4.1 Intake Area Enrolment
Children are entitled to enrol at ANPS if their home is within the designated intake area.
The local intake area for ANPS may be amended from time to time and details of the intake area can be obtained by contacting ANPS or the NSW Department of Education and Communities or on the school website.

4.2 Enrolment Numbers (Ceilings and Buffers)
Having regard to the requirement to establish an enrolment ceiling based on available permanent accommodation, ANPS has an enrolment capacity of 427 students based on 18 permanent classrooms. (The post-enrolment ceiling of 450 students includes a 5% buffer to accommodate for the possibility of new local students enrolling throughout the year).

Limited classroom accommodation and playground space prevents further expansion in enrolment capacity.

4.3 Class Sizes
ANPS is committed to complying with the following DEC average class size requirements:

K = 20 students
Year 1 = 22 students
Year 2 = 24 students
Primary Classes Years 3 to Year 6 = 30 students
5. DOCUMENTATION IN SUPPORT OF ENROLMENT

The Principal of ANPS is entitled, for the purpose of establishing a child’s eligibility to attend or entitlement to be enrolled at the school to require proof, to their satisfaction, of the child’s identity, date of birth and/or home address.

In addition to the documentation provided in support of an Application to Enrol in a NSW Government School, parents and/or carers may be required, to provide additional documentation and/or a Statutory Declaration to evidence those matters.

Annandale North Public School is requesting five pieces of evidence at the time of application to enrol to prove place of residence. These must be current and original copies must be presented. A driver’s licence will not qualify as evidence as this is too easily changed.

A new set of five pieces of evidence will be requested on the day the child is officially enrolled to prove currency of address.

If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence which has a penalty of up to 2 years imprisonment, $22,000 fine or both.

A child’s enrolment at ANPS may be terminated if the child was enrolled as a result of false information or a false document provided to the Principal.

6. NON-LOCAL ENROLMENT APPLICATIONS

A non-local enrolment is a student whose permanent place of residence is beyond the designated Local Intake Area.

At this time, only non-local applications for Kindergarten in 2017 will be considered by the placement panel after taking in to account current and anticipated enrolments.

Non-local applications will not be considered for other school years.

6.1 Placement Panel

In schools where demand for non-local places exceeds availability, the school is required to establish a placement panel to consider and make recommendations on all non-local enrolment applications.

The placement panel must, at a minimum, consist of the School Principal (who is the Chair and holds the casting vote), one Assistant Principal and one nominee of the Parents and Citizens Association.

6.2 Sibling Applications

ANPS will enrol siblings of children who will be attending ANPS in the year in which the applicant sibling is applying for enrolment, if:
(a) that applicant sibling’s home was, prior to the changes to the designated intake area in 2011, within the designated intake area; and
(b) the enrolled child and their parent(s) or primary carer(s) resided in that home at the date of those changes; and
(c) remain resident within the 2011 (unamended) intake area at the time of enrolment.

In all other circumstances, enrolment of siblings of students who will be attending ANPS in the year in which the applicant sibling is applying for enrolment will be determined by the placement panel, with siblings who were made out of area by subsequent boundary changes to be given preference.

6.3 Additional Capacity
If additional capacity does become available, the placement panel will consider and make recommendations on all non-local enrolment applications having regard to the requirements of the Act and the DEC policy, which require that non-local enrolments not generate demand for extra staff or accommodation, or disrupt school routines.

6.4 Other Circumstances
In all other cases, regard will be given to the following (in no order of priority):

(a) school organisation;
(b) grade and class numbers;
(c) children of current ANPS staff;
(d) proximity of the applicant’s home to the school;
(e) medical reasons;
(f) compassionate circumstances;
(g) the safety and supervision of students before and after school; and
(h) whether the student was previously enrolled at the school.

In assessing applications, the placement panel will consider only those matters presented on the application form and will not consider oral or other submissions.

The placement panel must record all decisions and maintain minutes of the meetings. These are to be made available on request to the Director Public Schools, NSW.

Parents and/or carers will be informed in writing of the placement panel’s decision.

7. Appeals
Parents and/or carers who wish to appeal against any aspect of this policy or any decision of the placement panel may do so in writing to the Principal. If the matter is not resolved at the school level, the School Education Director will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

8. Policy Review
This Policy will be reviewed annually in response to local enrolment demand. Please check with the school to ensure you have a current copy of the school's Policy.

Reviewed – 27th May 2016

Josh Collins