

**ENROLMENT POLICY 2021**

**LEGISLATIVE CONTEXT**

The Education Reform Act 1990 required students between the ages of six and fifteen to be enrolled at a government or non-government school, and to attend school on each day that instruction is provided.

**GENERAL ENROLMENT PRINCIPLES**

A student is considered to be enrolled when he or she is placed on the admission register of a school.

A student should be enrolled in one Department of Education school only at a given time.

Parents may seek to enrol their children in school of their choice.

Children are entitled to be enrolled at the government school that is designated for the intake are within which the child’s home is situated and that the child is eligible to attend.

School local areas are determined by the Department of Education and Training through a process involving consultation between Properties Directorate and the Director of Schools.

Schools need to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.

The primary criteria for acceptance of non local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Out of Zone Enrolment is **not** Guaranteed for Siblings.

**ENROLMENT CEILING**

The enrolment ceiling is based on the following recommended class sizes from Department of Education (DEC).

DEC policy states that classes need not exceed these numbers, however, school organisation from year to year may necessitate larger numbers in some classes.

 Kindergarten 20

 Year 1 22

 Year 2 24

 Year 3-6 30

The enrolment ceiling is also based on available Permanent Teaching Spaces.

There are therefore five classrooms available for accommodation.

An enrolment ceiling of 126 exits.

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**ENROLMENT BUFFER**

The enrolment buffer is determined by the reservation of two student places per grade level from Kindergarten to Year 6.

**PLACEMENT PANEL**

If the demand for non-local places exceeds availablity, a placement panel will be established to consider and make recommendations on all non-local applications. The panel will consist of a quorum of Principal, Staff Representative and P&C Delegate.

Panels will be held in Week 2 and Week 9 of each term if Out of Zone Applications are submitted.

**CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS**

The following criteria will be applied equitably to all non-local applicants.

-Siblings already enrolled in the school;

-Safety and supervision of children before and/or after school;

-Special interests and abilities of the student;

-Specific programs or opportunities at Hinton Public School;

-Structure and organisation of the school;

-Compassionate circumstances (grandparents or caregivers living in school zone);

-Proximity and access to school.

**WAITING LIST**

A waiting list will be established if needed. Parents will be informed in writing if their child is to be placed on the waiting list.

**APPEALS**

Appeals against the panel’s decision need to be made, in writing, to the Principal. The Principal will seek to resolve the matter.

If the matter is not resolved at school level, the parent may seek advice from the Learning and Engagement Officer and furthermore to the Director Public Schools who will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

**POLICY REVIEW**

This enrolment policy will be reviewed annually and be communicated to Hinton Public School P&C and wider community via Newsletter and updated on Website.





**NON-LOCAL PRIMARY SCHOOL PLACEMENT**

**INFORMATION FOR PARENTS**

**Please Read Carefully BEFORE Completing this Form**

Parents may apply for the non-local enrolment of their child in schools of their choice in addition to their designated local school. A separate application form is required for each school.

Reasons choosing non-local placements may include:

* proximity and access to the school
* siblings already enrolled at the school
* medical reasons
* safety and supervision of the student before and after school
* availability of subjects or combination of subjects
* special interests and abilities
* compassionate circumstances
* structure and organisation of the school

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing, should they request it.

The number of students a school may enrol is limited by the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodation of local children. To avoid disappointment, parents should check that there are places available in a school before applying.

Once a student enrols in a non-local school, transfer to another non-local school will only be possible in exceptional circumstances. Transfer to the student’s local school will be allowed if space is available.

Parents can appeal against decisions regarding non-local placement.

**FORWARD THIS FORM TO THE PRINCIPAL OF THE NON-LOCAL PRIMARY SCHOOL AT WHICH YOU ARE SEEKING PLACEMENT**



**APPLICATION FOR NON-LOCAL PRIMARY SCHOOL ENROLMENT**

**A: STUDENT INFORMATION**

Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Given Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male [ ] Female [ ] *please tick*

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present Year/Grade (K-6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B: NON-LOCAL SCHOOL PLACEMENT REQUEST**

School Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year/Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Date of Enrolment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reasons for Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (Attach any further information that you feel may be relevant)

I have also applied for enrolment at the following non-local school/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and at my local school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**C: SCHOOL USE ONLY**

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place Available: Yes / No Parent Advised On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_