

# MARTINS CREEK PUBLIC SCHOOL

## 2020 ENROLMENT POLICY

This policy supplements the Department of Education and Training state policy *Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy* and is subordinate to the state policy.

### **General Statement**

Parents are entitled to enrol their children at the government school that is designated for the intake area within which the child's home is situated. Parents may also seek to enrol their child in the school of their choice. This policy outlines the principles and procedures to be followed when enrolling local and non-local students at Martins Creek Public School.

### **Local Enrolments**

The local school will make a place available for students who live within the local intake area.

### **Enrolment Ceiling and Enrolment Buffer**

Each year the school will set an enrolment ceiling and an enrolment buffer to accommodate unanticipated local students enrolling during the year. Non-local students will not be enrolled if by doing so the enrolment ceiling is exceeded. In addition the positions indicated by the buffer zone will not be available for non-local enrolments. The enrolment ceiling is based on the permanent classrooms available and the recommended class sizes.

Martins Creek Public School can accommodate 2 classes

Classes containing Infants (K-2) 10

Primary (3-6) 15

For 2020 the enrolment ceiling at Martins Creek Public School is 25.

For 2020 the buffer zone at Martin Creek Public School is 18.

### **Process of Non-Local Enrolment**

All parents may seek to enrol their non-local child at Martins Creek Public School. If the demand for non-local places exceeds availability, the school will refer the application to the placement panel, which will include the principal and at least one staff member and one school community member.

1.0 When the number of requests for non-local enrolment exceeds the number of available places, non-local students will be accepted in the priority order of categories 2.1 to 2.4 (below).

2.0 Criteria for Selecting Non-local Applications

2.1 Compassionate circumstance

2.2 Siblings already enrolled at the school.

2.3 Curriculum needs or preferences cannot be met at another school.

2.4 Parents wishing children to attend this school as a matter of personal choice.

3.0 The enrolment of non-local students will always be subject to the following conditions:

3.1 That the school's enrolment ceiling and class recommended number is not breached.

3.2 That the school's enrolment buffer zone is not breached.

3.3 That the safety, wellbeing and supervision of the student whilst travelling, and before and after school can be reasonably assured in the opinion of the placement panel.

3.4 That the proximity of the home and access to the school, enable the reasonable and practical participation of the student and the family in school life and in the school's management of students.

3.5 That the enrolment of the student does not disrupt the organization of classes after the commencement of the school year.

4.0 Decisions about applications for non-local placements to begin at the beginning of the next school year will not be made until the class structures for the next year are decided. This will usually have occurred by mid - November. Applicants will be selected in the priority of 2.1 to 2.4 above.

5.0 Applicants for non-local places will be processed in the order in which they are received.

6.0 Applicants for non-local placement to commence at the beginning of the next school year for whom no position is available, will be placed on the waiting list in the priority of 2.1 to 2.4 above.

7.0 Ongoing applicants for non-local enrolment during the year for whom no position is available, will be placed on a waiting list in order of receipt of application.

### **Decisions and Appeals**

Parents should be provided with an explanation of the decisions of the placement panel in writing, if requested. Where a parent wishes to appeal against an enrolment decision the appeal should be in writing to the Principal. If the appeal is not resolved at that level the district superintendent will make a determination.

### **Enrolment of Students with Special Needs**

Enrolment of students with special needs will be done in collaboration with parents, caregiver, school and district personnel, as outlined on pages 14 and 15 of the Department of education and Training state policy *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*. The collaboration will consider the student's needs and the capacity of the school and the system to provide for those needs.

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Reviewed July 2020 by Teaching Principal, Classroom teacher and SAM (relieving).  
In consultation with Director, John Millburn.