



Enrolment Policy

General Principles Governing Enrolment

- 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 school only at any given time.
- 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.
- School local areas are determined by the Department of Education through a process involving consultation between the Assets Department and the Director, Educational Leadership.
- Schools have a set 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 that states the grounds on which non-local enrolments will be accepted.

Discrimination in Enrolment

In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Enrolment Ceiling and Buffer

Each school is given an enrolment ceiling, based on available permanent accommodation. This ceiling is to cater for anticipated local demand and to ensure that every eligible local child has a place at his or her local school. Non-local enrolments will only be considered after local students are accommodated.

In assessing the application of the criteria to individual cases, the panel will only consider those matters presented on the expression of interest form and not oral or other submissions. The decisions made by the placement panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year. The placement panel should record all decisions and minutes of meetings are to be available on request by the Director, Educational Leadership.

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Criteria for Non-local Enrolment Applications

Non-local enrolment applications will only be considered if they meet one of the criteria listed below. Criteria are not listed in priority order:

- extenuating medical reasons
- compassionate circumstances
- exceptional circumstances

Non-local Enrolment Placement Panel

If Non-local Enrolment applications are received, a placement panel will consider and make recommendations to the school principal. The placement panel will consist of an assistant principal, two teachers, the School Administrative Manager (SAM) and a nominated member of the school's Parents & Citizens (P&C) Association. The panel will be chaired by the assistant principal.

To be considered for Kindergarten in the following year, an Expression of Interest for Non-local Enrolment (Appendix 1) must be received by the end of Term 3 in each calendar year. This form must be accompanied by a completed Application to Enrol including all relevant documentation. The panel will meet in Term 4, Week 2 of each calendar year to consider non-local applications to enrol for the following calendar year.

For Non-local Applications to Enrol received throughout the year, the panel will meet as required. The panel is responsible for ensuring that the established criteria are applied equitably to all applicants.

Appeals

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

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Further information can be found on the department's website.

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