

Tea Gardens Public School

School Enrolment Protocols and Procedures 2019



Enrolment Policy

The Enrolment Protocols and Procedures set out the method in which Tea Gardens Public School implements practices that are consistent with the Department of Education policies listed below.

[Enrolment of Students in Government Schools: A Summary and Consolidation of Policy](#)

Tea Gardens Public School is located at 25 Witt Street Tea Gardens.

- Parents can seek to apply to enrol their child in the school of their choice.
- 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 complete the current Application to Enrol form and supply the required support documentation.

Tea Garden Public School's local area is determined by the Department of School Education. Your local school is determined by entering your residential address into the NSW Public School Finder <https://education.nsw.gov.au/school-finder>

- No person will be discriminated against in enrolment on any grounds.
- A student is considered to be enrolled at Tea Gardens PS when he or she is placed on the admission register of the school and has started attendance at the school.
- A student should be enrolled in one school only at any given time.
- Risk management must be conducted as part of the enrolment process.
- Tea Gardens Public School is required to set an enrolment ceiling to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at the school if he or she chooses to attend it.

Tea Gardens Public School has determined the grounds on which non-local enrolments will be considered eligible to enrol as a Non Local enrolment if places are available.

Enrolment Ceiling

In 2019 the enrolment ceiling at Tea Gardens Public School is 8 classes with the following class sizes: K =20 Year 1 = 22 Year 2 =24 Year 3-6 = 30.

In 2019 the enrolment ceiling is 236

This ceiling is reviewed annually; however, there is no permanent accommodation for more classes. Small buffers exist based on historical data for each of the 7 grades.

Enrolment Buffer

Three places in each grade will be maintained for local enrolments. Places in the buffer are only for local students and cannot be offered to non-local enrolments.

Placement Panels

Where demand for non-local places exceeds availability, our school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel includes the principal, an Assistant Principal

and one school community member nominated by the P&C. The panel is chaired by the principal who has a casting vote.

Criteria for Non-local Enrolment Applications

Criteria for selecting amongst non-local enrolment applications is as follows:
(criteria are not listed in a priority order):

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- special interests, abilities and talents
- compassionate circumstances
- structure and organisation of the school.

NB: All local enrolments at Tea Gardens Public School are local for Bulahdelah Central School

All non-local enrolments at Tea Gardens Public School will be non-local for entry at Year 7 to Bulahdelah Central School zone for enrolment is determined by a student's residential address. <https://education.nsw.gov.au/school-finder>

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

Kindergarten for the following year parents will be advised in writing of the outcome of their application for placement as soon as practicable to enable attendance at Transition to School sessions in term 4 of the year preceding enrolment in Kindergarten.

Waiting Lists

Waiting lists may be established for non-local students. Parents will be advised in writing if their child is to be placed on a waiting list. The size of the waiting list should reflect realistic expectations of potential vacancies. Waiting lists are current for one year. Parents should advise if they do not wish to be placed on a waiting list.

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 will 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, Public Schools will consider the appeal and make a determination. The Director will consult with the principal as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Responsibilities of the Principal

With regard to enrolment, the school principal is responsible for:

- ⇒ preparing an enrolment policy
- ⇒ informing present and prospective members of the school community about provision available at the school
- ⇒ managing the school enrolments within the resources provided to the school

- ⇒ advising the Director, Public Schools NSW of enrolment and curriculum trends in the school
- ⇒ maintaining accurate and complete enrolment data
- ⇒ establishing an enrolment ceiling to cater for anticipated local demand
- ⇒ setting an enrolment number (a buffer) to cater for anticipated local demand during the year
- ⇒ establishing a placement panel when demand for non-local places exceeds available accommodation
- ⇒ documenting and advertising the criteria for selection amongst non-local enrolment applications to parents and the school community
- ⇒ making decisions on non-local enrolments at the school level wherever possible.

Responsibilities of the Director, Educational Leadership

With regard to enrolment, the Director, Educational Leadership is responsible for:

- ⇒ monitoring enrolment policies, procedures, numbers and ceilings
- ⇒ making determinations for out of area placements which cannot be resolved at the school level
- ⇒ monitoring schools' local areas in collaboration with principals, School Education Directors of adjacent areas/zones (where appropriate) and the Director of Asset Management.

References:

Enrolment of Students in Government Schools: A Summary & Consolidation of Policy
August 1997

Enhanced Enrolment Procedures

Improved Access for Principals to Information on Students Presenting for Enrolment 2nd
August 2006

Enrolling Students with a History of Violence School Counsellor Advice to Principals 2nd
August 2006

Collection, Use and Disclosure of Information about Students with a History of Violence
Legal Issues Bulletin No 40 16th May 2006



Mark Clemson
Principal
Tea Gardens Public School
20/02/2019