



Enrolment Policy

Maroubra Junction Public School

RATIONALE

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

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 may seek to enrol their child in the school of their choice, depending on availability of space. The school is required to set an 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 which states the grounds on which non-local enrolments will be accepted. The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

GUIDELINES

1. An interview by the principal or delegated executive member will be held with all new enrolments. A checklist form will be completed at the interview to determine any special needs or requirements.

The prescribed form of application of enrolment should be completed by the parent or guardian when a child is presented for enrolment. The form is an official document and is stored securely.

2. When children are enrolled in the school, proof of the child's age should be produced - birth

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certificate or passport. Parents enrolling a child from overseas should produce a passport.

3. All parents enrolling children must produce proof of address and immunisation status. See NSW Health guidelines regarding procedures for a child who is not immunised.

4. Current school accommodation allows for a maximum of 27 classes across K-6.

5. When there is a restriction on enrolments, then the priority order will be:

- Children living in zone;
- Children living out-of-zone but with siblings already enrolled in the school;

- Out-of-zone children where accommodation is available and taking into account factors such as proximity and access to the school, health, welfare or medical reasons, educational needs, safety and supervision of the student before and after school, compassionate circumstances, the structure and organization of the school.

A placement panel consisting of the principal or nominated executive staff member, school administration manager, a teacher and a community or parent representative nominated by the school council will make decisions where demand for non-local places exceeds availability. The principal will have the casting vote.

The enrolment buffer is based on the number of children needed to establish a new class. Where potential enrolments exceed 50% of that number, no out of zone applications will be considered.

A waiting list of out of zone applications will be established for each grade based on date of application.

Parents may make an appeal in writing addressed to the principal.

6. If a parent or guardian wishes to enrol a child with special needs after point five has been followed, then a risk assessment is undertaken to determine what resources are needed so the school can effectively meet the learning needs of the child.

7. This policy will be reviewed annually at the June/July meeting of the school council.

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References: DET:

https://www.det.nsw.edu.au/policies/student_admin/enrolment/enrolpol/PD20020006.shtml

NSW Health;

<http://www.health.nsw.gov.au/immunisation/Pages/schedule.aspx>

This policy was endorsed by the Maroubra Junction School Council on 15th September 2014.

Further Information

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