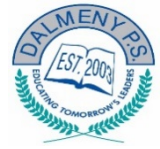


Dalmeny Public School

Out of Area Enrolment Policy



1. POLICY STATEMENT

1.1 The child, their wellbeing, safety and access to education will always be at the centre of the decision making processes for out of area enrolments.

This document provides information for the community and direction for school personnel on the entitlements, requirements and procedures for the enrolment of students at Dalmeny Public School.

Parents may seek to enrol their child in the school of their choice.

1.2 Every child within the Dalmeny Public School intake area is entitled to enrol at their local school. Placements for local students are ensured. Dalmeny Public School may accept out of area enrolments. Such enrolments are subject to availability of positions, selection criteria, NSW Department of Education Enrolment Policy and this policy.

1.3 Availability of Positions

All NSW Public Schools are required, by the NSW Department of Education to set an enrolment ceiling to cater for anticipated local demand in order to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it. Dalmeny is required to keep a buffer of 10% or 106 placements for in area students. The buffer is open to change depending on community needs.

1.4 Enrolment Ceilings

Dalmeny Public School has accommodation for 23 classes.

The recommended class ceilings are 20 students for Kindergarten, 22 students for Year 1 and 24 students for Year 2.

In combined class groupings such as Kindergarten and Year 1 the student ceiling is 20, Year 1 and Year 2 the student ceiling is 22 and Year 2 and Year 3 the student ceiling is 24.

Demountable buildings are not included in determining enrolment ceilings unless permanent replacement accommodation is under construction.

1.5 Enrolment Buffer

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from out of area enrolments.

10% of classroom positions must be held for incoming local placements. This means that once:

- Kindergarten classes reach 18 students;
- Year 1 classes reach 20 students;
- Year 2 classes reach 22 students;
- combined Kindergarten and Year 1 classes reach 18 students;
- combined Year 1 and 2 classes reach 20 students and
- combined Year 2 and 3 classes reach 22 students no out of area placements can be accepted.

Where spare accommodation exists, except for enrolments at the beginning of the school year, out of area enrolments must not create a need for extra staff or lead to the disruption of school routines.

1.6 Placement Panels

Where out of area applications exceed position availability, the school will establish a placement panel to consider and make recommendations on all out of area enrolments.

The panel must be chaired by the principal, at least one staff member and a P&C representative. The principal has a casting vote.

In assessing an out of area application the panel will consider only those matters presented on the out of area application form. Oral or other submissions will not be considered. The panel will consider the criteria for acceptance such as:

- availability of staff;
- permanent classroom accommodation;
- enrolment ceilings;
- enrolment buffers;
- student welfare;
- the capacity to provide for specific learning needs and level of support required;
- availability of support services at alternative locations;
- expressed desires of parents and caregivers;
- 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 and abilities;
- compassionate circumstances and
- structure and organisation of the school.

The criteria are applied equitably to all applicants. No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Parents may be provided with an explanation of the decisions of the placement panel in writing, on request.

1.7 Waiting Lists

Waiting lists may be established for out of area enrolment applications. Parents are advised by the school if:

- a waiting list is to be established
- their child is to be placed on a waiting list and his or her position on it.

The waiting list is current for one calendar year.

1.8 Appeals

Appeals against the decision of the placement panel may be lodged in writing with the principal in cases where a parent or caregiver feels the stated criteria have not been applied fairly.

The principal will seek to resolve the matter.

If the matter is not resolved at the school level the Director of Educational Leadership will consider the appeal and make a determination.

2. Audience and applicability

2.1 This policy applies to all out of area enrolments for Dalmeny Public School.

3. Responsibilities and Delegations

3.1 The Principal

The principal is responsible for:

- preparing an out of area enrolment policy in consultation with the school community;
- advising the Director of Educational Leadership of out of area enrolments and trends at school.
- maintaining accurate and complete out of area enrolment data;
- setting an enrolment number (a buffer) to manage out of area applications and enrolments;
- establishing a placement panel when demand for out of area places exceeds available accommodation;
- documenting and disseminating the criteria for selection amongst out of area enrolment applications to parents and the school community;
- making decisions on out of area enrolments at the school level wherever possible.

3.2 The Director Educational Leadership

The Director Educational Leadership is responsible for:

- monitoring enrolment policies, procedures, numbers and ceilings at Dalmeny Public School;
- making determinations for out of area placements which cannot be resolved at a school level;
- monitoring Dalmeny Public School's out of area enrolments and trends in collaboration with the principal.

4. Monitoring and Review

4.1 Dalmeny Public School will monitor the implementation of this policy and review its effectiveness, at every three years and or as required.

5. Policy Contact

5.1 Dalmeny Public School
Phone: 029826 9033

6. Implementation Date

6.1 19th September 2019