



## HUNTERS HILL PUBLIC SCHOOL

# ENROLMENT POLICY AND PROCEDURES

Revised February 2021

### Rationale

- Students will be enrolled into Hunters Hill Public School in accordance with the policy *Enrolment of Students in Government Schools*.
- Persons residing in the school's designated intake area as determined by the Department of Education are entitled to be enrolled. The accompanying map gives an indication of this zone but boundaries can be clarified via the *School Intake Zone Enquiry* tool.
- Persons not residing in the school's designated intake area as determined by the Department of Education are entitled to apply to be enrolled.



### Implementation

- Parents complete a current *Application to enrol in a NSW Government school* form and supply the required support documentation.
- A student is considered to be enrolled at Hunters Hill 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.
- Hunters Hill PS is required to set an enrolment ceiling and buffer zone to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at the school.
- Hunters Hill PS has determined the grounds on which non-local enrolments will be considered eligible to enrol as a non-local enrolment if places are available.

### Placement Panels

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

## Criteria for Non-local Enrolment Applications

Students will be accepted for non-local enrolment at Hunters Hill PS in the following priority order:

- (i) Students who have siblings currently enrolled at the school,
- (ii) Students who have documented medical reasons;
- (iii) Students who have compassionate reasons accepted by the placement panel;
- (iv) Students who have before/after school safety and supervision concerns.

Provided that:

- The school enrolment ceiling is not breached;
- The school enrolment buffer zone is not breached;
- 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;
- There is a vacancy in the class and the class recommended ceiling would not be breached; and
- The enrolment of the student does not disrupt the organisation of classes after the commencement of the school year.

Please note that the future enrolment of all siblings cannot be guaranteed if students are non-local.

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.

Parents of Kindergarten students enrolled for the following year will be advised of the outcome of their application for placement as soon as practicable. This will enable attendance at Kindergarten Orientation in Term 4 of the year preceding enrolment in Kindergarten.

Year 6 children's local high school is determined by the family's permanent residential address. Enrolment at any other school requires a non-local application.

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