



GEORGES HALL PUBLIC SCHOOL

“PLAY YOUR PART”

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Enrolment Policy (reviewed August 2019)

The Education Reform Act 1990 requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school and to attend school on each day that instruction is provided, or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure these obligations are fulfilled.

Students will be enrolled at Georges Hall Public School in accordance with the Department of Education enrolment policy, *Enrolment of Students in NSW Government Schools*, effective 22 July 2019 (available at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools?refid=285776>) and the *General Enrolment Procedures* (available at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>).

The intake area for Georges Hall Public School is recorded on a map and this map is available to parents on request. In general, all students living within the intake area are guaranteed a place in the school. To find out if you are in our catchment area please check the DoE School Finder Enquiry tool (available at <https://education.nsw.gov.au/school-finder/index>).

Non-local enrolments can't be used to create the need for additional staff and accommodation. Whenever enrolments exceed the accommodation available in permanent classrooms non-local enrolments can only be accepted in exceptional circumstances as detailed below. Non-local enrolments can't be accepted when the school enrolment cap is reached. The enrolment cap is set at 670. Georges Hall Public School is currently closed to all non-local enrolments.

In Area Enrolments

- Students living within the intake area for Georges Hall Public School are eligible for enrolment at the school.
- The school requires:
 - The school will require 100 point residential address check (as set out on page 9 of the Department of Education's *General Enrolment Procedures* (available at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>) to verify that the student being presented for enrolment lives within the intake area. Proof of address in the name of the parent or caregiver from 3 sources (e.g. rates notice, rental agreement, electricity bill, gas bill). Families must live in the Department of Education designated intake area.
 - Students enrolling will also need a birth certificate or passport and other documents including immunisation records and health care plans if needed.
 - Enrolment interviews will be held at the school to discuss the student's learning needs, health needs and history, school expectations and organisation.

- Once a student has been accepted, all forms will need to be returned to the school and a school uniform purchased.

Non –Local Area Enrolments

Other than in exceptional circumstances, Non-local area applications may only be considered by the school when the school's student numbers fall below the centrally set enrolment cap and school enrolment buffer and the school is able to accommodate the child.

Parents should review Section 9.4 “**Non-local enrolment**” located on page 19 of the Department of Education's *General Enrolment Procedures* (available at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>) to ensure they understand the requirements for a Non-local enrolment application.

Special note: there is no guarantee or implied assurance that siblings of students enrolled as a Non-local student will be offered a place at Georges Hall Public School in the future. A placement panel is established to consider applications for non-local enrolment. Membership of this panel is the Deputy Principal, a staff member, a SASS member and a parent nominated by the P&C Association. The panel is to be chaired by the Deputy Principal. The Placement Panel must limit recommendations to the terms of this policy.

Students residing outside of the local area may only be considered for enrolment depending on current student numbers. The school's enrolment placement panel will meet to consider applications from students residing out of the local designated intake area.

- An enrolment cap has been established based on the permanent accommodation of the school.
- To accommodate local students wanting to enrol throughout the year, the school must maintain an enrolment buffer. This is based on historical data and the limited fluctuations in local school enrolments
- **Criteria for non-local enrolment applications:**When considering students for non-local enrolment, priority will be given to siblings of students already enrolled at the school to facilitate family unity and siblings of students in the Opportunity Class (OC) for gifted and talented children. In addition, applications will be considered taking into account:
 1. the implementation of the DOE class size reduction program;
 2. grade and class numbers so that students are not disadvantaged through oversized classes;
 3. the special interests and abilities of the student and the capacity of the school to meet the needs of the student;
 4. the compassionate circumstances of the family;
 5. safety and supervision of the student before or after school or proximity and access to the school, and
- There is no implied order established by this listing of criteria. A holistic approach, based on the individual application, will form the basis of assessment by the panel.
- The order of eligibility and merit list for out-of-area applicants will be maintained for a period of one calendar year. Waiting lists, maximum 15 per year, will be established for non-local enrolment applications.
- The enrolment panel will ensure that the established criteria are applied equitably to all applications.

- No Kindergarten to Year 6 applications will be accepted for non-local enrolment from other schools without consultation with the Principal of that school.
- Students with special learning or support needs presenting for enrolment will receive positive consideration in line with Department of Education (DoE) policy.
- Applications for early enrolment will be considered as outlined in the school's policy for accelerated progression and in line with DoE policy for enrolment of Gifted and Talented Students.
- Placement in the OC class at this school is managed by the Selective Schools Unit of the Department of Education.
- Background information including behaviour and health status will be sought from the previous school on all students seeking enrolment. The Principal will defer enrolment until enquiries are carried out and measures are in place to support students.
- Appeals against the decision of the enrolment committee should be made in writing to the Principal. The purpose of an appeal is to determine whether the stated criteria have been applied equitably.