



Toormina Public School

School Enrolment Policy 2019

This document supports the [Enrolment of students in NSW Government schools policy](#) that provides information on the entitlements, requirements and procedures to enrol students in NSW Government schools.

Compulsory school aged students are entitled to be enrolled at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice. However acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.

The Secretary, Department of Education designates local intake areas as developed by School Infrastructure NSW in consultation with the principal, school community and Director, Educational Leadership. The School Finder tool provides information about school intake areas to assist parents in determining their child's local school. The areas identified in School Finder are subject to change. It is available on the Department of Education website <https://education.nsw.gov.au/school-finder>

Changes to a local intake area might result in a family with a child/children currently enrolled and in attendance at the school as local students consequently residing outside the local intake area. These families will retain the entitlement to enrol siblings at the school. This does not apply to families with a child/children currently enrolled at the school as a non-local when the intake area was changed.

Exceptions to the entitlement to enrol at the local school are:

- where a student is directed by the Secretary, Department of Education to enrol in a particular school or type of school, due to an identified risk
- where the Minister refuses enrolment of a student if the student has been expelled from a government school or is of the opinion that there is other sufficient reason to do so.

Reasonable adjustments are made to enable students with disability to apply for enrolment on the same basis as students without a disability.

Reasonable support is provided to enable students from language backgrounds other than English, in particular those learning English as an Additional Language/Dialect (EAL/D), to apply for enrolment on the same basis as students from English speaking backgrounds.

Residential Address Check

Under the Education Act 1990, the principal may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school.

When our school is at or nearing our local enrolment buffer, we will be using a 100-point residential address check to determine the student's entitlement to enrol at the school.

Enrolment Cap

An enrolment cap for a school is established centrally, based on available permanent accommodation. The enrolment cap for Toormina Public School is 393 students, based on seventeen permanent classrooms.

Enrolment Buffer

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. The enrolment buffer for Toormina Public School is 355 students.

Non-local enrolment

Non-local enrolment applications are only considered when this school can accommodate the child below the set local enrolment buffer level. In determining whether the school can accommodate a child the principal considers:

- the child's age
- the type of school
- the resources of the school
- the existing number of permanent classrooms and other facilities at the school.

Non-local enrolment application

Non-local enrolment applications include the [Application to enrol in a NSW Government school](#) and a non-local enrolment application form. The non-local enrolment application form requires the applicant to address the selection criteria and provide supporting documentation.

Parents of non-local students transferring from Year 6 to Year 7 at the beginning of the school year, should complete section C in the [Expression of interest - Placement in Year 7 in a NSW Government school form](#) and provide supporting documentation.

Non-local enrolment criteria

Criteria for non-local enrolment applications includes:

- siblings already enrolled at the school
- proximity and access to the school
- medical reasons
- safety and supervision of the student before and after school
- compassionate circumstances

Criteria must not include student ability, performance or achievement. Priority will be given to siblings of currently enrolled students, where possible.

Enrolment Panel

Applicants for non-local enrolments will be considered by a panel, in a timely manner.

The panel consists of

- A member of the school executive (chairperson)
- Teaching staff members
- School community members (nominated by the school's parent organisation who do not have a conflict of interest when considering applications)

In considering applications, the panel assesses only the information and supporting documentation presented on the non-local enrolment application form, available from the school.

The decision made by the panel must take into account the enrolment cap and the buffer retained for local students arriving later in the year. The panel records all decisions and keeps minutes of meetings which are to be available on request by the principal and Director, Educational Leadership.

The chairperson ensures that the established criteria are applied equitably to all applicants. The school will notify parents of the result of their application. Parents may request a written explanation of the decisions of the panel.

Waiting Lists

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies.

Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If necessary, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the principal is not on the enrolment panel, the principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership.

The parent should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.

Refusal of Enrolment

The principal may refuse to enrol a student with documented violent behaviour when risk mitigation strategies or adjustments are not possible to manage the risk. This is subject to compliance with the requirement to conduct a risk assessment, in accordance with the [Management of health and safety risks posed to schools by a student's violent behaviour guidelines](#), and consultation with the Director, Educational Leadership. Any decision to refuse enrolment at a particular school should not be interpreted as a refusal to enrol in any government school or facility.

Toormina Public School



Application for non-local enrolment

Student Information

Family Name: _____ Date of Birth: ___/___/___

Given Name(s): _____ Gender: _____

Address: _____

Suburb: _____ Postcode: _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____

Parent/carer name: _____

Relationship to student: _____

Current school: _____

Current scholastic year (K-12): _____

Non local school placement request

Proposed Scholastic year (K-12): _____ Proposed date for enrolment: ___/___/___

Please provide reasons for your application for non-local enrolment, based on the school's selection criteria published at <https://toormina-p.schools.nsw.gov.au/about-our-school/enrolment.html> and attach supporting documentation:

Signature of parent/carer: _____

Date: ___/___/___

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School use only

Date received: ___/___/___

Places available: _____

Parents advised on: ___/___/___

Designated local school: _____

Notes: _____
