



# **BONDI PUBLIC SCHOOL**

## **Enrolment Policy**

Students are enrolled at Bondi Public School in accordance with the guidelines of the NSW Department of Education and Training. This policy is to be read in conjunction with the DEC Enrolment of Students in NSW Governments schools located at [www.det.nsw.edu.au](http://www.det.nsw.edu.au)

### **Introduction**

A child is 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. A map of the designated intake area for Bondi Public School has been included in this policy. Schools are 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. Non-local enrolments will only be considered where a vacancy exists within the relevant grade. In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

### **Local Enrolment**

A student is entitled to enrol at Bondi Public School if:

- The child's home is situated within the designated intake area. Proof of residence to substantiate the application. Current documentation at the time of enrolment is to be submitted to the school.
- The child is eligible to attend school. Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.

### **Enrolment Ceiling**

An enrolment ceiling for Bondi Public School has been established at 600 students (24 permanent teaching spaces with an average of 25 students per class). When the school reaches this ceiling a review of permanent teaching spaces will occur.

### **Enrolment Buffer**

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements. Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area.

### **Non-local Enrolments**

Bondi Public School must ensure that there are sufficient places for local children. Where spare permanent accommodation exists, non-local placements must not generate demand for extra staff.

## Placement Panel

The Bondi Public School Placement Panel has been established to consider and make recommendations on all non-local enrolments. Membership of this panel is the Principal, Deputy/Assistant Principal and a parent nominated by the Parents and citizens Association. The panel will be chaired by the Principal who has the casting vote. Only those applications presented in writing will be considered.

In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions. The decisions made by the placement panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year. The placement panel should record all decisions and minutes of meetings are to be available on request by the school education director.

## Criteria for Non-local Enrolment

Criteria for selecting non-local enrolment applications could include one or more of the following factors. The factors listed are not in priority order. Non-local families should submit a one page letter to support their application in relation to the criteria listed below:

- 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
- structure and organisation of the school.

Please Note:

- Current non-local students enrolled will maintain sibling rights into the future.
- From January 2014 any local area student enrolment whose family moves out of the local catchment area ***will not have automatic enrolment rights for siblings.***

## Waiting Lists

A waiting list may be established for non-local students if the demand requires it. Parents will be informed if a place is available for their child in the following year.

## Appeals

Where a parent wishes to appeal against a decision of the placement panel, the appeal should be made in writing to the principal. The principal will seek to resolve the matter.

If the matter is not resolved at the local level the director will consider the appeal and make a determination. The director will consult with the relevant principal and school communities as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.