

MILLERS FOREST PUBLIC SCHOOL

ENROLMENT POLICY

This policy supplements the Department of Education and Training state policy *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy* and is subordinate to the state policy.

General Statement

Parents are entitled to enroll their children at the government school that is designated for the intake area within which the child's home is situated. Parents may also seek to enroll their child in the school of their choice. This policy outlines the principles and procedures to be followed when enrolling local and non-local students at Millers Forest Public School.

Local Enrolments

The local school will make a place available for students who live within the local intake area.

Enrolment Ceiling and Enrolment Buffer

Each year the school will set an enrolment ceiling and an enrolment buffer to accommodate unanticipated local students enrolling during the year. Non-local students will not be enrolled if by doing so the enrolment ceiling is exceeded. In addition the positions indicated by the buffer zone will not be available for non-local enrolments. The enrolment ceiling is based on the permanent classrooms available and the recommended class sizes.

Millers Forest Public School can accommodate 3 classes

Classes containing	Kindergarten	6
	Year 1	10
	Year 2	18
	All other grades	28

For 2020 the enrolment ceiling at Millers Forest Public School is 63.

For 2020 the buffer zone at Millers Forest Public School is 6. Making our ceiling cap 69.

Process of Non-Local Enrolment

All parents may seek to enroll their non-local child at Millers Forest Public School. If the demand for non-local places exceeds availability, the school will refer the application to the placement panel, which will include the principal and at least one staff member and one school community member.

1.0 When the number of requests for non-local enrolment exceeds the number of available places, non-local students will be accepted in the priority order of categories 2.1 to 2.4 (below).

2.0 Criteria for Selecting Non-local Applications

2.1 Compassionate circumstance

2.2 Siblings already enrolled at the school.

2.3 Curriculum needs or preferences cannot be met at another school.

2.4 Parents wishing children to attend this school as a matter of personal choice.

2.5 Parents wishing to access specialised programs such as music and The Virtues Program.

- 3.0 The enrolment of non-local students will always be subject to the following conditions:
- 3.1 That the school's enrolment ceiling and class recommended number is not breached.
 - 3.2 That the school's enrolment buffer zone is not breached.
 - 3.3 That the safety, well being and supervision of the student whilst travelling, and before and after school can be reasonably assured in the opinion of the placement panel.
 - 3.4 That the proximity of the home and access to the school, enable the reasonable and practical participation of the student and the family in school life and in the school's management of students.
 - 3.5 That the enrolment of the student does not disrupt the organisation of classes after the commencement of the school year.
- 4.0 Decisions about applications for non-local placements to begin at the beginning of the next school year will not be made until the class structures for the next year are decided. This will usually have occurred by mid November. Applicants will be selected in the priority of 2.1 to 2.4 above.
- 5.0 Applicants for non-local places will be processed in the order in which they are received.
- 6.0 Applicants for non-local placement to commence at the beginning of the next school year for whom no position is available, will be placed on the waiting list in the priority of 2.1 to 2.4 above.
- 7.0 Ongoing applicants for non-local enrolment during the year for whom no position is available, will be placed on a waiting list in order of receipt of application.

Decisions and Appeals

Parents should be provided with an explanation of the decisions of the placement panel in writing, if requested. Where a parent wishes to appeal against an enrolment decision the appeal should be in writing to the Principal. If the appeal is not resolved at that level the Director of Education will make a determination.

Enrolment of Students with Special Needs

Enrolment of students with special needs will be done in collaboration with parents, caregiver, school and district personnel, as outlined on pages 14 and 15 of the Department of education and Training state policy *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*. The collaboration will consider the student's needs and the capacity of the school and the system to provide for those needs.

To be ratified at the A.G.M. -P&C Meeting - 07/8/2020.

Ratified by staff at a Staff Meeting - 21/7/2020

To be reviewed February 2021

Note copy lodged with Maitland District Office in July 2020.

A hard copy will be provided to the DEL on 27 July 2020.

MILLERS FOREST

PUBLIC SCHOOL

"Think, Grow, Achieve"

127 Martins Wharf Rd
MILLERS FOREST 2324

Phone: 02 49872520

Fax: 02 49874265

Email: millersfor-p.school@det.nsw.edu.au

ENROLMENT CHECKLIST

Could you please complete the following details about _____

who is applying to transfer to Millers Forest Public School.

Does the student receive integration funding? Yes/No

Details _____

Has the student any record of violent behaviour? Yes/No

Details _____

Has the student been suspended from school? Yes/No

Details _____

Has the student been recorded for any of the following behaviour?

Bullying other students Yes/No

Inappropriate behaviour to staff Yes/No

Inappropriate behaviour to parents or community members Yes/No

Has the student used or needed the following resources?

Reading Recovery Yes/No

Support Teacher Yes/No

School Counsellor Yes/No

Teacher's Aide Yes/No

Special Funding Yes/No

Comments _____

Principal Name

Sign

Date

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Out of Area Application

Student Name : _____

Date : _____

Are any siblings (brothers or sisters) already enrolled at Millers Forest Public School?
Yes/No

If Yes details _____

Currently Enrolled Student Name: _____

Do you have a past or present family association with the school?
Yes/No

If Yes details _____

Why would you like your Child/Children to attend Millers Forest Public School?

If this application is not successful what are your alternative plans?

Signed:

Date: