

Hobartville
Public School

SUCCESS WITH HONOUR



Non-local Enrolment Procedures

Non-local Enrolment Procedures

A student is entitled to enrol 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. Acceptance is subject to the child being eligible to attend and the school can accommodate the child.

These procedures have been developed by Hobartville Public School with reference to the Department of Education's Enrolment of Students in Government Schools: A Summary and Consolidation of Policy.

<https://education.nsw.gov.au/policy-library/policies/pd-2002-0006>

Audience and applicability

The principal of Hobartville Public School or delegate is responsible for implementing this procedure. Actions of executive, teachers and administrative staff are guided by these procedures.

Changes since previous update

19 September 2023	Updated procedures to align with recent DoE changes to policy.	Principal
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Roles and responsibilities

Principals and delegated executive:

- Endorse the policy.
- Implement the policy.
- Review the policy yearly and update as required.

Administrative Staff:

- Ensure all checks regarding entitlement to enrol in Section 2 of the General Enrolment Procedures e.g. of compulsory school age, residential address etc. are completed with fidelity.
- Ensure principal is aware of number of non-local enrolment applications throughout the year.

Overview

Enrolment Ceilings

Hobartville has an enrolment ceiling, based on available permanent accommodation. Demountables are not usually counted towards the enrolment ceiling unless replacement accommodation is under construction. 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. Places in the buffer are not to be offered to non-local students.

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Process

The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation. All non-local applications will be considered with reference to the stated criteria and using the following agreed process:

1. When parents approach the school for a non-local enrolment for their child/children they will be provided with a copy of these procedures and advised of the need to meet with the local school Principal if this has not already occurred.
2. Parents submit non-local application online:
<https://ehub.enrol.education.nsw.gov.au/schoolenrolment/?schoolCode=4452>;
3. Parents are advised that the Principal will contact the local school to ensure that the school is aware of the application and to discuss stated exceptional circumstances;
4. Principal contacts the principal of the local school to discuss stated exceptional circumstances or safety and supervision factors and confirm that the parent/s have met with the local school Principal;
5. The enrolment panel considers each enrolment application with reference to the available permanent accommodation, staffing resources and stated criteria for non-local enrolment;
6. Parents are advised in writing of the panel's decision and the outcome of their application.

Non - Local Area Placement Panel

The Non-Local Area Placement Panel consists of

- Executive staff representative (not the principal)
- Teaching staff member
- Parent Representative – nominated by Hobartville PS P&C

Frame of reference

The panel assesses only the information and supporting documentation presented on the non-local enrolment application form, available from the school. The non-local enrolment criteria below will guide decisions.

Fidelity of process

- All panel members will be asked to confirm they have no conflict of interest when considering an application.
- The principal will not be member of the panel as appeals in the first instance will be considered by the principal.

The Non-Local Area Placement Panel meets to consider:

1. Enrolment policy including any need to adjust the ceiling or buffer applied.
2. Enrolment for the following year's Kindergarten intake.
3. The panel will also meet if and when necessary during the year to consider specific application/s. Responses will be made in a timely manner.

Record-keeping and administration

1. The School Administration or Business Manager will monitor the Online Enrolment System and inform the panel chair of non-local area applications regularly.
2. The chair will decide upon dates for the panel to meet to help ensure timely responses to applications.
3. The chair of the panel ensures the recording of all decisions and keeps minutes of meetings which are to be available on request by the principal and Director, Educational Leadership.
4. These are to be kept in the Enrolment Panel - Meeting Minutes folder in the files section of the Enrolment Panel Microsoft Teams.
5. After an enrolment panel meeting, the chair will meet promptly with School Administration to process decisions on the Online Enrolment System. Short reasons will be noted on this system when processing occurs and automated emails are sent promptly.

Non-local enrolment criteria

When enrolment vacancies exist, non-local placements may be considered for children whose parents/carers cite and verify one or more of the following. This list is in priority order and has been created in consultation with school community.

1. Siblings already enrolled at the school

Priority will be given to siblings of currently enrolled students, where possible.

2. Medical reasons.

Exceptional cases considered. E.g. evidence produced that enrolment at Hobartville PS ensures a child receives necessary medical care.

3. Safety and supervision of the student before and after school.

Identification of verified safety concerns.

4. Recent change in the local intake area boundaries

Changes to a local intake area may lead to some students residing outside the local intake area. These families will be able to enrol siblings. Children enrolled as a non-local when the intake area was changed will not be eligible.

5. Compassionate circumstances

Compelling cases with evidence considered. The process for accessing additional support for children requiring it is the same across NSW schools. Applications solely citing the possibility of more access to additional support will not be given more consideration by the panel.

6. Proximity and access to the school

Only under exceptional circumstances. Evidence provided of significant hardship.

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 should 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 will consider the appeal and make a determination.

The Director, Educational Leadership will consult with the relevant principals as necessary. The purpose of the appeal is to determine whether the stated criteria for non-local enrolment have been fairly applied.

Related policies

Enrolment of Students in NSW Government Schools

<https://education.nsw.gov.au/policy-library/policies/pd-2002-0006>

Contact

Principal

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Monitoring

The principal monitors the implementation of this procedure, regularly reviews its contents to ensure relevance and accuracy, and updates it as needed. Any changes since previous update recorded in procedure document.

School Principal

