

FIGTREE PUBLIC SCHOOL

Procedures  
for the  
Enrolment of  
Students in  
Figtree Public  
School



## Statement

Figtree Public School's [the school] enrolment procedures are **Informed by Enrolment of Students in NSW Government Schools Policy statement**

at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

and **General Enrolment Procedures** at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>

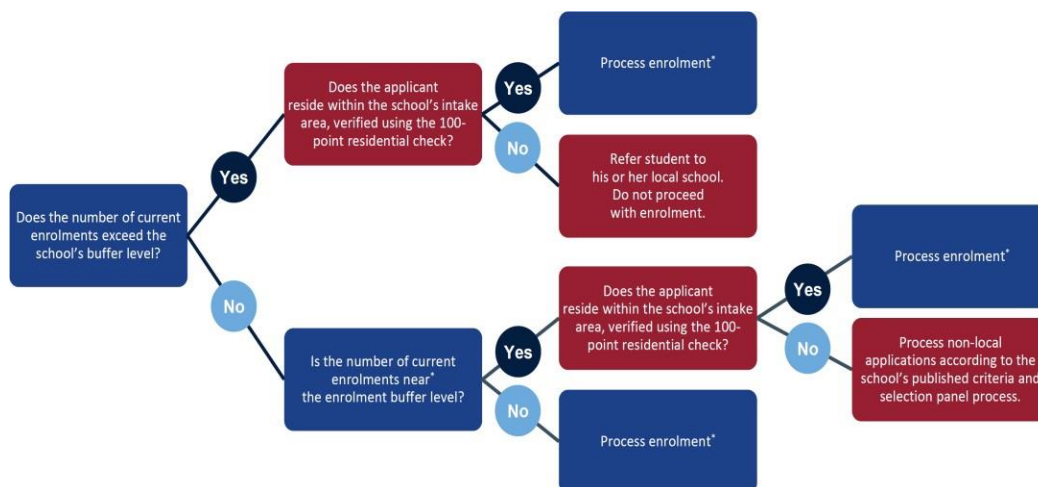
## Audience

Parents and carers considering an application for enrolment to the school.

## Context

Students are entitled to be enrolled at the local school for which they are eligible. The school finder tool is located at <https://education.nsw.gov.au/school-finder>

## Decision tree for standard enrolments



\*For more information, visit: <https://education.nsw.gov.au/policy-management-schools/media/documents/Decision-tree-Revised-enrolment-policy-2019.pdf>

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## Enrolment Buffer

Within the enrolment cap, a number of enrolment places (a buffer) must be set aside for the enrolment of local students arriving throughout the year. Once a school has reached its local enrolment buffer, places cannot be offered to non-local students. The local enrolment buffer and the school's non-local enrolment criteria are to be reviewed on a regular basis. Any change is to be approved by the Director, Educational Leadership in time for enrolment of the following year's intake.

## ***Proof of residency***

Schools will undertake a 100 point check to verify that a student presenting for enrolment resides within the school's designated intake area. In exceptional circumstances, the principal may waive this requirement subject to approval by the Director, Educational Leadership.

## ***Enrolment of non-local students***

Schools that have reached their enrolment cap have no capacity to enrol non-local students unless requested by the Director, Educational Leadership.

Criteria for the enrolment of non-local students may include:

- siblings already enrolled at the school
- compassionate circumstances
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- structure and organization of the school
- proximity and access to the school
- recent change in the local intake area boundaries

Criteria for the enrolment of non-local students will not include student ability, performance or achievement.

## ***Responding to non-local enrolment applications***

When a principal receives a non-local enrolment application, the principal will inform the principal of the student's local school.

Principals will ensure relevant staff know whether they can or cannot accept non-local enrolments and ensure advice and communication provided to parents is consistent. Principals will also develop protocols, in collaboration with other schools if appropriate, to ensure communications and advice provided to parents is consistent and supportive of public education. This may include requesting a parent to attend at the local school and to meet that school's principal before any non-local enrolment application is considered.

Procedures for non-local enrolment applications can be found at:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

Criteria for selecting amongst non-local enrolment applications will be documented and made available, in advance, to parents who have sought enrolment for their children at Figtree Public School.

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents will be notified in writing of the decisions of the placement panel. In general, decisions will fall into one of the following two categories:

- An offer of enrolment is made requesting acceptance of the placement by a specified date.
- The application is declined and parents are advised to contact their local school.

## **Enrolment panels**

Schools above their buffer cannot enrol non-local students, without the approval of the Director, Educational Leadership.

When the number of non-local applications received exceeds the number of places available below the local enrolment buffer, applications will be considered by a non-local enrolment panel. The principal will also seek the approval of the Director, Educational Leadership before agreeing to enrol the student.

The enrolment panel includes:

- A member of the executive staff (chairperson)
- A member of the school's staff
- School community member, nominated by the school's Parents and Citizens' Association

The preference is for the principal not to be part of the enrolment panel so that any appeal can be considered by the principal in the first instance.

## **Waiting Lists**

Where no non-local places are available within the school's buffer, a waiting list for students may be established by the principal. The length of the waiting list should reflect realistic expectations of potential vacancies and ensure students can participate in the relevant transition processes.

## **Appeals**

Appeals against the decline of non-local enrolment applications must be in writing within seven (7) days of verbal or written notification, whichever came first. They are managed by the principal in the first instance with the purpose to determine whether the stated criteria have been applied equitably.

The Director, Educational Leadership is the final decision maker for appeals against the decline of non-local enrolment applications as per the General Enrolment Procedures (at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>).