

Mount Terry Public School Non-Local Enrolment Policy

This policy addresses procedures for enrolment of non-local students at Mount Terry Public School.

The policy has been written in conjunction with the *Enrolment of Students in NSW Government Schools Policy* and related procedures. It has also been endorsed by the school's P&C in Term 2, 2023.

1. Enrolment Ceiling

The school's enrolment ceiling will be based on classes that are established at the beginning of each new school year.

2. Enrolment Buffer

Within the enrolment ceiling, a buffer of 4 student places per grade will be set to accommodate local students arriving throughout the year. This buffer has been determined on the basis of historical data.

3. Placement Panel

A placement panel will be established which will include a parent representative from the P&C Executive, the Deputy Principal and the Principal. This panel will consider and make recommendations on all non-local enrolment applications as they are submitted. The panel will be chaired by the Principal who will have the casting vote.

The Placement Panel will be responsible for:

- Assessing each application in relation to the non-local placement selection criteria. The panel will consider only those matters presented in the application.
- Making decisions within the context of the school's enrolment ceiling and buffer for local students.
- Recording all decisions and keeping minutes of all meetings.

4. Criteria for Non – Local Enrolment Applications

Selection criteria for non-local enrolment applications will be made available to parents via the school's website. Hard copies will also be available from the school office. The following criteria will guide the decisions of the placement panel:

- Siblings already enrolled at the school
- Medical reasons
- Safety and supervision of the student before and/or after school
- Particular student welfare needs
- Travel arrangements and/or distance

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.

5. **Contacting Your Local Public School first**

Parents/carers must contact their local school and arrange to meet with, or speak to the principal of that school before submitting a non-local enrolment application for Mount Terry PS. This gives parents/carers an opportunity to make an informed decision about school enrolment and ensures Mount Terry PS is following the guidelines of the Department of Education's enrolment policy. After speaking with the principal of the local school, if parents/carers still want to pursue a non-local enrolment application for Mount Terry PS, they would then need to arrange a meeting with the Mount Terry PS principal to discuss their reasons for seeking non-local enrolment in more detail.

6. **Principal Agreement**

Before an enrolment application is assessed by the Placement Panel, the principals of Mount Terry PS and the local school must both agree that there are extenuating circumstances warranting non-local enrolment. If both principals do not agree that there are extenuating circumstances, the application will be declined.

7. **Endorsement by the Director Educational Leadership (DEL)**

All non-local enrolment applications for Mount Terry PS must be endorsed by the Director Educational Leadership before an offer of enrolment can be made. DEL endorsement is not required where the application relates to a child with siblings currently enrolled at Mount Terry PS. For applications relating to Kindergarten in the following year, this exemption only applies where sibling enrolment will also continue in the following year.

Appeals

An appeal against the decision of the Placement Panel should be made in writing to the Principal. The Principal will seek to resolve the matter. In circumstances where the matter is not resolved at the school level, parents will be advised of their right to seek a determination from the Director Educational Leadership (DEL).

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