



# TURVEY PARK PUBLIC SCHOOL POLICY STATEMENT

## Enrolment

### **PURPOSE:**

The aim of this document is to provide guidance to parents and staff in enrolling students at Turvey Park Public School.

### **GENERAL PRINCIPLES:**

- A student is considered to be enrolled when he or she is placed on the admission register at Turvey Park Public School.
- A student should be enrolled in one school only at any given time.
- Children are 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.
- Parents may seek to enrol their child in the school of their choice.
- School local areas are determined by the Department of School Education through a process involving consultation between Properties Directorate and the District Superintendent together with the Principal.
- 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.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

### **ENROLMENT CEILING:**

The enrolment for Turvey Park Public School will be 360 students (local and non-local).

**Enrolment Buffer:** An enrolment buffer of 15 places has been allowed once the total enrolment of 360 Kindergarten to Year 6 students has been reached. This will cater for local students enrolling throughout the year. Places in the buffer will not be offered to non-local students.

### **PLACEMENT PANELS**

- As requests for non-local enrolment usually exceed available places, especially in Kindergarten, a selection panel will be formed each year to make recommendations on all non-local enrolments.
- The panel will consist of the Principal, Assistant Principal and one school community member appointed by the Principal. The panel will be chaired by the Principal who will have the casting vote.
- The application of the criteria to individual cases will be the responsibility of the placement panel.

- The recommendations made by the placement panel will be made within the context of the enrolment ceiling (360 students) and the buffer (15) retained for local students.
- 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 placement panel will record all decisions and minutes of meetings. These will be retained at the school and be available to the School Education Director on request.

### **CRITERIA FOR NON-LOCAL ENROLMENT:**

The criteria for selection non-local enrolments will be made available to all parents interest in enrolling their children. Criteria in order of priority are:

1. Parent works at Turvey Park Public School;
2. Siblings are currently enrolled at Turvey Park Public School;
3. Siblings are ex-students of Turvey Park Public School;
4. Safety and supervision of the student before and after school;
5. Parents are ex-students;
6. Closeness to parents' work place;
7. Special considerations (nominated by parent).

Non-local students seeking enrolment after the beginning of the school year will have their application assessed by the panel and a decision given within 2 school days. The panel may make the decision by phone if a formal meeting is not possible. The decision will be dependent on the number of students enrolled at the time.

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decisions of the placement panel in writing if they request it.

### **WAITING LISTS:**

A waiting list will be created, if necessary, for non-local students. Parents will be advised in writing if their child is placed on the waiting list and his/her position on it. The size of the waiting list will reflect realistic expectations of potential vacancies. The waiting list will be current for one year.

### **PROCEDURES:**

1. A copy of the enrolment policy will be made accessible on request for parents wishing to enrol their child at TPPS.
2. The school will advertise through the newsletter of a closing date for non-local enrolments.
3. The panel will meet on an agreed date at the end of Term 3 or beginning of Term 4 to determine those non-local enrolments that will be offered a place for the coming year.
4. Parents of both successful and non-successful applicants will be informed of the decisions in writing by the end of Week 5 in Term 4.
5. Successful applicants will be supplied with all relevant forms.

6. Parents seeking a non-local placement who fail to gain a place in a given year, may apply again for the following year.

#### **REQUIREMENTS:**

1. Parents enrolling children at Turvey Park must complete all forms and provide all necessary documentation prior to the child being placed in a class.
2. Parents of students living within the school zone must provide **proof of residence** before their child will be placed in a class.

#### **NECESSARY DOCUMENTS:**

- **Turvey Park Public School Application for Local Placement Form (Local)**
- **Turvey Park Public School Application for Non-Local Placement Form (Non-Local** for children who live outside the Tuvey Park Public School zone)
- **Enrolment Form**
- **Proof of residence (local enrolment only).** This may be an electricity, gas or rates notice. It only needs to be sighted by the school.
- **Proof of the student's age – Birth Certificate.** This only needs to be sighted by the school.
- **Immunisation Certificate**
- **Indemnity Form (optional) No medication** will be administered by school staff unless this form has been signed by a parent / guardian.