



Menai Public School Enrolment POLICY

May 2024

Department of Education's Relevant Policies and Guidelines:

Students are enrolled at Menai Public School in accordance with the guidelines of the NSW Department of Education (DoE). This policy is to be read in conjunction with the DoE Enrolment of Students in NSW Government Schools policy (2021), which can be found by visiting:

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

The Enrolment of Students in NSW Government Schools policy is in place to assist schools to meet their obligations under the Education Act 1990 – to ensure that every student has a place at their local school. The policy also communicates to staff and the community a transparent enrolment process. The policy is designed to support schools to manage all enrolment applications, encourage greater consistency in decision making and make sure the enrolment choices are clear for parents.

The Enrolment Cap:

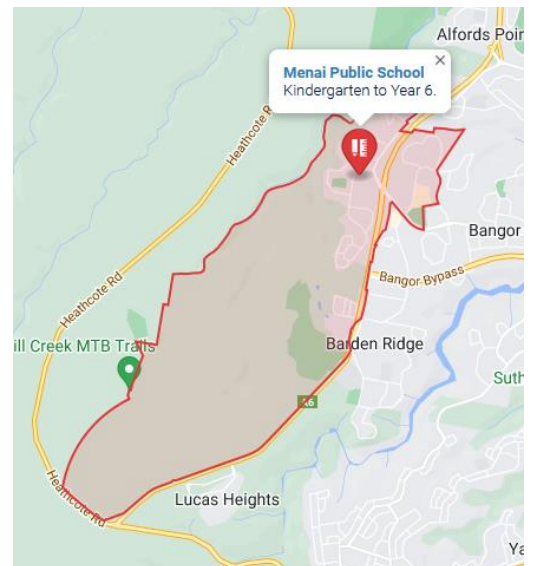
In Term 4 2019, schools were allocated an enrolment cap. The enrolment cap is the number of students that can be enrolled at a school based on the school's permanent accommodation. The enrolment cap guides whether the school may or may not have the capacity to accept non-local enrolments. Within the enrolment cap, a number of enrolment places (the buffer) must be kept aside for the likely number of local students who will enrol during the year.

Local Enrolments:

Every child is 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. Schools' local enrolment areas are determined by the Department of Education. Sometimes these boundaries may need to be altered. A map of the current intake area for Menai Public School is shown below: -

You can determine your local school by putting your address in this website:-

<https://schoolfinder.education.nsw.gov.au/>



A student is entitled to enrol at Menai Public School if:

- The child's home is situated within the designated intake area. Proof of residence is required to substantiate the application. Current documentation at the time of enrolment is to be provided to the school. Parents planning on enrolling their children at a school that is nearing or at its buffer or cap will be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area.
- The child is eligible to attend school. Children may be enrolled in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. The enrolment of eligible children in Kindergarten should commence at the beginning to the school year. All children must be in compulsory schooling 6 years of age.

Non-local Enrolments:

Schools may accept enrolments from outside their designated intake area if places are available. If the demand for local enrolment exceeds the number of places available, out-of-area enrolments will not be available.

In determining whether the school can accommodate non-local enrolments, the Principal considers:

- The child's age
- The type of school
- The resources of the school
- The existing number of permanent classrooms and other facilities at the school

Except for enrolments at the commencement of the school year, schools that have not reached their local enrolment buffer level should only accommodate non-local enrolments into classes with available places.

If demand for non-local enrolment exceeds the number of available places below the enrolment buffer, the school must develop non-local enrolment criteria and establish an enrolment panel to consider and make decisions on all non-local enrolment applications.

When the school's enrolment level is close to the local enrolment buffer, the principal is required to inform the principal of the child's local school when considering the non-local enrolment application, and to seek approval of the Director, Educational Leadership before making an offer to enrol the child.

Non-local Applications

Non-local enrolment applications include the Application to enrol in a NSW Government school and a non-local enrolment application form.

Criteria

Applications for non-local enrolments will be prioritised according to the following criteria:

- Siblings already enrolled at the school
- Medical reasons
- Compassionate circumstances
- Proximity and access to the school
- Safety and supervision of the student before and after school, including access to Menai Public School's Before and After School Care (BASC) facilities

Panel (if required)

The composition of the enrolment panel will consist of one executive staff member to chair the panel, the School Administration Manager and one school community member nominated by the school's P&C Association. Applicants for non-local enrolment must be advised that the panel will include a school community member and all panel members should be asked to confirm they have no conflict of interest when considering the application.

The panel considers non-local enrolment applications in a timely manner. In considering applications, the panel assesses only the information and supporting documentation presented on the non-local enrolment application form, available from the school.

The decision made by the panel must take into account the enrolment cap and the buffer retained for local students arriving later in the year. The panel records all decisions and keeps minutes of meetings which are to be available on request by the principal and/or Director, Educational Leadership.

The chairperson ensures that the established criteria are applied equitably to all applicants. The school will notify parents of the result of their application. Parents may request a written explanation of the decisions of the panel.

Waiting List (if required)

Where necessary, a waiting list will be established by the placement panel for each class in the current year. Prior to the school year commencing, offers will be made to students on the list, if and when suitable class placements become available. Any waiting list created will remain valid during the current intake period only.

Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If necessary, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the principal is not on the enrolment panel, the principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership.

The parent should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership at Miranda Education Office.

How to Enrol

Go to <https://menai-p.schools.nsw.gov.au/> and click on 'Enrolment'.

- **In Area Enrolment:**

- Click on 'Apply Online' under 'How to Enrol'.
- Fill in the form at the bottom of the page under the heading 'Get started with your application'.
- Attach supplementary documentation including; birth certificate, proof of address, immunisation certificate.

- **Out of Area Applications:**

- Click on 'out-of-area enrolment' under 'Out-of-Area Enrolments'.
- Fill in the form at the bottom of the page under the heading 'Applying for out-of-area enrolment'.

Please Note: Once application has been accepted you will be required to complete the online enrolment form and supply the supplementary documentation including; birth certificate, proof of address, immunisation certificate.

Alison Hanegraaf
R/Principal

Endorsed by
P&C President and Committee

