



Wiripaang Public School

Non-Local Enrolment  
Procedures

# *Wiripaang Non-Local Enrolment Procedures*

## *Update January, 2019*

### **Rationale**

*The government school system in New South Wales exists to provide high quality education for all students. The Education Reform Act 1990 outlines the objects of education and the legal requirements for compulsory schooling. In brief, the legislation requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school and to attend school on each day that instruction is provided, or to be registered for home schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.*

### **Boundaries of Schools**

Parents residing in a school's local area are to consider that school as the school where their children are guaranteed enrolment. The intake area for Wiripaang Public School is available on the School Finder App via <https://education.nsw.gov.au/school-finder>

The designated local high school for local enrolments at Wiripaang Public School is Hunter Sports High School at Gateshead.

### **General information on enrolment**

- Children who will attain the age of five years prior to 1<sup>st</sup> August in a particular year, may be enrolled at school at the beginning of that school year. Children who are five after 31<sup>st</sup> July must await enrolment until the beginning of the following year.
- Evidence of age for each Kindergarten child is required before enrolment may take place. This requirement may be satisfied by the production of an original birth certificate.
- All appropriate records can then be requested from the child's previous Government school.

### **Application for Non-Local Enrolment**

- Application is by way of completing the *Application for Non-Local Primary School Enrolment* form.
  - The principal will communicate with the principal of the applicant's current school where applicable.
- Parents may seek to enroll their child in the school of their choice. Non-local students may only be accepted when the enrolment buffer is not in force and their enrolment into a particular class does not exceed the maximum size for that grade. In cases where the demand for non-local places exceeds availability, the school will establish a Placement Panel, made up of parent representative and staff representative to make a recommendation to the Principal on enrolment. The Placement Panel will consider only written information provided by each non-local applicant for enrolment. The Wiripaang Public School Placement Panel will consider the following criteria to support non-local applications:
- Siblings already enrolled at the school
  - Proximity and access to school
  - Medical reasons
  - Safety and supervision of the student before and after school
  - Special interest and abilities
  - Compassionate circumstances
  - Structure and organisation of the school\*
  - Waiting lists may be established for non-local students. Parents will be advised in writing of their child's position on the waiting list. Waiting lists will be in force for the current school year only.

*\* In coming to a decision about non-local enrolment, the school will also take into consideration the existing physical, social and learning environment of the class in which the non-local child would be placed, with particular consideration of the number of children in the class who have disabilities or difficulties.*

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### Enrolment Ceiling

- Every NSW Public School is required to determine their school enrolment ceiling annually. The enrolment ceiling is based upon the total permanent teaching spaces and their usage. Demountable teaching spaces are not considered for determining the enrolment ceiling. Wiripaang Public School has 11 permanent teaching spaces (in use). The enrolment ceiling at Wiripaang PS for 2019 is **245**.

Class	Number	Capacity per class	Total students
Kindergarten	1	20	20
Year 1	2	22	44
Year 2	1	24	24
Years 3-6	4	30	120
MultiCategorical	1	7	7
IM	1	18	18
IO/IS	1	10	10

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### Enrolment Buffer Zone

To ensure that all students within the school intake area can be catered for each school is required to identify a buffer that is reserved for children within the intake zone based upon historical enrolment data and anticipated enrolments. Wiripaang Public School has an enrolment buffer of 12 positions that is reserved for In Zone enrolments. This leaves a total of 233 enrolment positions available beneath the buffer.

### Appeals

Parents can appeal against decisions regarding non-local placement by writing to the Director, Educational Leadership, Glenrock Network who will be asked to consider the appeal and make a determination.

### Consultation and Communication

The principal will keep the school's P&C informed of guidelines and procedures affecting the enrolments of children at the school and will communicate the procedures to the local AECG and Wiripaang Public School staff.

### Evaluation and Review

- These procedures are required to be reviewed and updated annually. A draft update will occur in Term 4 based upon anticipated enrolments and the procedures will be finalized in term 1 based upon confirmation of actual enrollments.

### Record of Non-Local Enrolment Decisions

- The principal of the non-local school will maintain a *Register of Non-Local Enrolments* according to the following format:

#### Register of Non-Local Enrolments at Wiripaang Public School

Date	Name of Applicant	Local School	Reason	Decision

- The *Register of Non-Local Enrolments* should be made available, if requested, during an audit of the school.

- Applications for *Non-Local Enrolments* will be filed with the Register.

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