



Branxton Public School Non-Local Enrolment Policy

This school policy is supported by the guidelines outlined in the NSW Department of Education and Communities Policy Enrolment of Students in NSW Government Schools (Aug 2007)

Purpose of this Policy

This enrolment policy has been developed in consultation with school community of Branxton Public School to ensure that student enrolments maintain a balance with the class room space and the playground space available on a limited site.

Enrolment Buffer

Our school enrolment ceiling is 275 students based on available permanent accommodation.

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local enrolments.

The enrolment buffer below has been calculated using historical enrolment data and general trends related to student mobility.

The current enrolment buffer is set at **20** students over the entire school.

As per departmental policy, places in the enrolment buffer should not be offered to non-local students.

Placement Panel

A school enrolment placement panel will be formed to consider all non-local enrolment applications when there is a possibility of the need to develop or implement a waiting list and make recommendations on all application received.

The composition of the Branxton Public school panel will be the principal, a teaching staff nominee and a parent nominated by the school community.

The panel will be chaired by the principal who will have the casting vote.

Panel decisions should be only made on the basis of the written information provided by the applicant. A record of all decisions made should be recorded and kept by the principal.

Criteria for Non-Local Applications

These criteria will be made available to parents who are interested in enrolling their children at Branxton Public School.

Criteria

- **Medical reasons**
- **Compassionate circumstances**
- **Safety and supervision of the student before and after school**
- **Siblings already enrolled at the school**
- **Special interests and abilities**

Waiting Lists

If an applicant meets any of the above criteria but there are no vacancies for non-local enrolment they may be placed on a waiting list.

An up to date waiting list in chronological order within each grade will be kept for one year by the school placement panel.

The school will contact applicants when their name is at the top of the waiting list for a grade where there is a vacancy. If applicants, from time to time, require information relating to their position on the list they should contact the principal.

Appeals

Appeals against the decision of the placement panel should, in the first instance, be made in writing to the school principal who will seek to resolve the matter.

Appeals should only be made if the applicant believes that the *school criteria* have not been fairly applied by the panel.