

Victoria Avenue Public School

Enrolment Policy

2015

The logo is a circular emblem with a yellow background. At the top is a torch with a flame. Below the torch are two stars, one pink and one white. The emblem is set within a circular frame that appears to be an open book with pages visible at the bottom.

POLICY FRAMEWORK

Victoria Avenue Public School (VAPS) is required to have a written policy which deals with an enrolment ceiling, enrolment buffer, placement panel, non-local enrolment criteria, waiting list and appeals and grounds on which non-local enrolments will be accepted.

This Enrolment Policy (**Policy**) is to be read in conjunction with the NSW Department of Education and Communities - Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy(Ref: PD/2002/0006/V01) (**DEC Policy**).

POLICY PURPOSE

This Policy:

- specifies the requirements and procedures for enrolling children at VAPS for the information of parents and carers;
- specifies the grounds on which local and non-local enrolments will be accepted at VAPS;
- establishes an enrolment ceiling based on available permanent accommodation;
- outlines when, and for what reason, a placement panel will be convened; and
- outlines how an appeal against a decision of a placement panel may be made.

ENROLMENT PRINCIPLES

The enrolment of children at VAPS will be consistent with the Education Act 1990 (NSW) (**Act**) and the DEC Policy, and will be based on the following principles:

- children of compulsory school age must 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.
- children are entitled to be enrolled at the government school that is designated the intake area within which the child's home is situated and that the child is eligible to attend;
- school intake areas are determined by the Department of Education and Communities;
- the primary criteria for acceptance of non-local enrolments will include the vacancies within a grade/class, availability of appropriate staff and permanent classroom accommodation.

LOCAL ENROLMENT APPLICATIONS

Intake Area Enrolment

Children are entitled to enrol at VAPS if their home is within the designated intake area.

Details of the intake area can be obtained by contacting VAPS or the NSW Department of Education and Communities. A map of the VAPS intake area is also attached.

Enrolment Numbers

VAPS has an enrolment capacity of 600 students based on 28 permanent classrooms.

Class Sizes

VAPS is committed to complying with the following DEC average class size requirements, keeping class sizes as close as possible to:-

K= 20 students

Year 1= 22 students

Year 2= 24 students

Primary Classes Years 3 to Year 6= 30 students

DOCUMENTATION IN SUPPORT OF ENROLMENT

The Principal of VAPS is entitled, for the purpose of establishing a child's eligibility to attend or entitlement to be enrolled at the school to require proof, to their satisfaction, of the child's identity, date of birth and/or home address.

In addition to the documentation provided in support of an Application to Enrol in a NSW Government School, parents and/or carers may be required, to provide additional documentation and/or a Statutory Declaration to evidence those matters.

Victoria Avenue Public School requires a current drivers license or passport as identification of parents. A rates notice or tenancy lease agreement and an electricity bill are also required at the time of application to enrol to prove place of residence. These must be current and original copies must be presented.

If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence which has a penalty of up to 2 years imprisonment, \$22,000 fine or both.

A child's enrolment at VAPS may be terminated if the child was enrolled as a result of false information or a false document provided to the Principal.

NON-LOCAL ENROLMENT APPLICATIONS

Placement Panel

In schools where demand for non-local places exceeds availability, the school is required to establish a placement panel to consider and make recommendations on all non local enrolment applications.

The placement panel must, at a minimum, consist of the School Principal (who is the Chair and holds the casting vote), one Assistant Principal and one nominee of the Parents and Citizens Association.

Additional Capacity

Where vacancies exist in grades/classes and after careful consideration of available staff and school accommodation, the school Placement Panel will offer enrolment places to non-local applicants in the following order:

1. siblings of students enrolled at VAPS during the year of enrolment;
2. proven exceptional circumstances on compassionate grounds (eg: a documented medical condition restricting travel);
3. the safety and supervision of students before and after school;
4. proximity of the applicant's home to the school.

In assessing applications, the placement panel will consider only those matters presented on the application form and will not consider oral or other submissions.

The placement panel must record all decisions and maintain minutes of the meetings. These are to be made available on request to the Director, Public Education NSW.

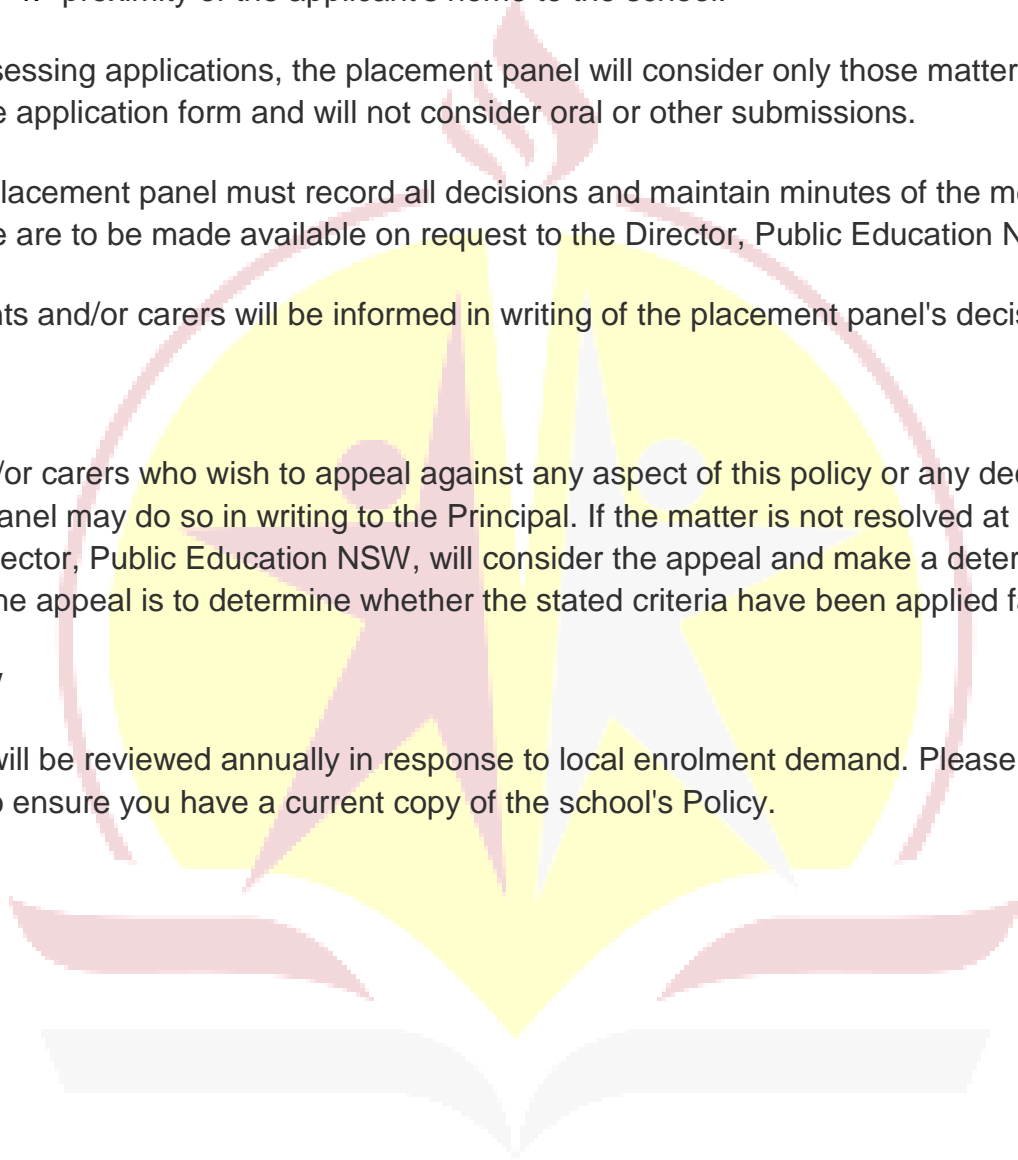
Parents and/or carers will be informed in writing of the placement panel's decision.

Appeals

Parents and/or carers who wish to appeal against any aspect of this policy or any decision of the placement panel may do so in writing to the Principal. If the matter is not resolved at the school level, the Director, Public Education NSW, will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Policy Review

This Policy will be reviewed annually in response to local enrolment demand. Please check with the school to ensure you have a current copy of the school's Policy.



Victoria Avenue PS School Intake Zone

