**APPLICATION FOR OUT OF ZONE ENROLMENT**

**AT**

**REDHEAD PUBLIC SCHOOL**

**2019**

Children are entitled to be enrolled at the Public School that is designated for the intake area within which the child’s home is situated. They are considered as an “In Zone Enrolments”.

*The intake area for Redhead Public School.*

# 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. Redhead Public has 9 permanent teaching spaces.

|  |  |  |  |
| --- | --- | --- | --- |
| *Class* | *Number* | *Capacity per class* | *Total students* |
| ***Kindergarten*** | **2** | **20** | **40** |
| ***Year 1*** | **3** | **22** | **66** |
| ***Year 2*** | **1** | **24** | **24** |
| ***Primary*** | **3** | **30** | **90** |
| ***TOTAL*** | **9** |  | **220** |

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# Enrolment Buffer

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.

Redhead Public School has an enrolment buffer of 8 positions that is reserved for In Zone Enrolments. This leaves a total of 210 enrolment positions available beneath the buffer.

# Application for Non-Local enrolment

Parents may seek to enrol 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 enrolment information provided by each non-local applicant for enrolment.

The Redhead School Placement Panel will consider the following criteria to support non-local applications:

* Proximity and access to the school
* Siblings already enrolled at the school
* Medical reasons
* Safety and supervision of the student before and after school
* Special interest and abilities
* Compassionate circumstances
* Structure and organization 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.

The current enrolment in 2018 is 272 which is well in excess of the school buffer. This means that the school will not be able to consider any non-local enrolment applications for 2019.

# Appeals

Parents may make appeals against the decision of the Placement Panel, in writing, to the principal. The principal will seek to resolve the matter. If the matter is not resolved at the local level, the Director, Educational Leadership, Lake Macquarie East Network, will be asked to consider the appeal and make a determination.

# General information on enrolment

* Children who will attain the age of five years, prior to 1st August in a particular year, may be enrolled at school at the beginning of that school year. Children who are five after 31st 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 the original Birth Certificate.
* All appropriate records can then be requested from the child’s previous Government school.

# Consultation

These procedures were presented to the following stakeholders for consideration and consultation:

* P&C – 4/6 /2018
* AECG – emailed to Roselea Newburn President Minimbah AECG
* Staff – 25/09/2018

# Professional Learning

To support implementation of these procedures the following professional learning occurred:

* SASS Training – Principal 13/06/2018
* Teaching Staff – Principal 13/06/2018

# 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 finalised in Term 1 based upon confirmation of actual enrolments.

