

IONA PUBLIC SCHOOL

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Iona Public School - Enrolment Policy

Revised July 2021

Rationale

This policy supplements the Department of Education and Communities policy Enrolment of Students in Government Schools: A summary and Consolidation of Policy and is subordinate to that policy.

General statement

Parents are entitled to enrol their children 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. Parents may also seek to enrol their child in the school of their choice. No child will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability or sexuality. This policy outlines the principles and procedure to be followed when enrolling local and non-local students at Iona Public School

Local Enrolments

The local school will make a place available for students who live within the intake area.

Enrolment Ceiling and Buffer

Each year the school will set an enrolment ceiling and an enrolment buffer to accommodate unanticipated local students enrolling during the year. Non-local students will not be enrolled if by doing so the enrolment ceiling is exceeded. In addition, the positions indicated by the buffer zone will not be available for non-local enrolments.

Iona Public School has an enrolment ceiling, based on 3 permanent classrooms. The ceiling is 77. It is preferable that class 1 (Kindergarten) does not exceed 20, class 2 (Years 1-3) does not exceed 22 and class 3 (4-6) does not exceed 30.

Within the enrolment ceiling, a buffer of 4 students has been determined to ensure that new local students arriving throughout the year can be accommodated. Therefore, once our enrolments reach 73, these places cannot be offered to non-local enrolments. The enrolment ceiling and buffer are reviewed annually.

Process for Non-Local Enrolment

Where demand for non-local places exceeds availability, the school will refer the application to the placement panel. The panel will comprise the Principal, a staff representative and one school community member.

Criteria for consideration for Non- Local Enrolment Applications (in no particular order)

1. Siblings already enrolled at the school.
2. Compassionate circumstances – medical reports, school counselor reports and other relevant reports should be either provided or discussed with the Principal to support a compassionate circumstance application.
3. Curriculum needs or preferences cannot be met at another school.
4. Proximity and access to the school.
5. Parents wishing children to attend this school as a matter of personal choice.

Application for enrolment may be declined if placement:

1. Generates demand for additional staffing, or
2. Creates disruption to school organisation and routine after the commencement of the school year.

Decisions and Appeals

Parents should be provided with an explanation of the decisions of the placement panel in writing, if requested. Where a parent wishes to appeal against an enrolment decision the appeal should be in writing to the principal. If the appeal is not resolved at that level the Director of Schools will make a determination.

Waiting Lists

Waiting lists may be established for non-local students. Parents will be advised in writing if their child is to be placed on a waiting list. The size of the waiting list should reflect realistic expectations of potential vacancies. Waiting lists are current for one year. Parents should advise if they do not wish to be placed on a waiting list.

Processing enrolment Applications

The receipt of an Application for Enrolment does not necessarily lead to an immediate enrolment and attendance at school. In order to facilitate the smooth transition of a new student the principal will seek information from the student's previous school. Where this process is likely to take more than two weeks the parents should be advised in writing indicating when it is likely that the enrolment will be completed.

References

- Enrolment of Students in Government Schools: A Summary & Consolidation of Policy August 1997
- Enhanced Enrolment Procedures, 2nd August 2006 updated 2015.
- Improved Access for Principals to Information on Students Presenting for Enrolment, 2nd August 2006.
- Enrolling Students with a History of Violence School Counsellor Advice to Principals, 2nd August 2006.
- Collection, Use and Disclosure of Information about Students with a History of Violence Legal Issues Bulletin No 40, 16th May 2006.