ENROLMENT POLICY

2013

♦ Parents may seek to enrol their child in the school of their choice.
♦ Children are entitled to be enrolled at the government school that is designated for the intake area which the child's home is situated and that the child is eligible to attend.
♦ No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability or sexual preference.

ENROLMENT CEILING (based on available permanent accommodation)
385 students.

ENROLMENT BUFFER
A buffer of 10 places will be kept to accommodate local students arriving throughout the year. Places in the buffer are not to be offered to non-local students.

MAXIMUM CLASS SIZE
Kindergarten 20
Year 1 22
Year 2 24
Years 3 to 6 30

PLACEMENT PANELS
Where demand for non-local places exceeds availability the school will establish a placement panel to consider all non-local enrolment applications. The panel will comprise the Principal (or nominee), a staff member (elected by the staff) and a school community member (nominated by the School Council).

CRITERIA FOR CONSIDERATION FOR NON-LOCAL ENROLMENT APPLICATIONS
(In order of priority for consideration)

1. Siblings already enrolled at the school.
   ♦ Note: where siblings are enrolled in the support classes non-local enrolment will only be considered in compassionate circumstances as the philosophy of these classes is to have children move back to their local schools when appropriate.

2. Students currently enrolled at Nillo Infants School.
   ♦ Nillo Infants School is seen as a feeder school to Maitland Public School, and in the interest of providing continuity of education given the strong links between the two schools, non-local students from Nillo Infants School.

3. Special Interests and Abilities
   ♦ Children who wish to access special programs such as the Band/Music/Dance/Choir/Gymnastics program.
   ♦ Note: placement in these programs will be dependent upon vacancies being available and evidence of aptitude.
4. **Safety and Supervision of the student before and after school.**
   - Children who wish to access the Maitland Outside of School Hours Care.

5. **Proximity and Access to the School**
   - Where parents work in the area and the local school is not a viable alternative.

6. **Compassionate Circumstances**
   - After reports from the Principal, School Counsellor and welfare committee of the school in which the child is presently enrolled have been received and assessed and current issues have been resolved.

7. **Structure and Organisation of the School**
   - Students who wish to access defined philosophies and policies which differ from their local school.

Application for enrolment may be declined if placement generates demand for extra staff or creates disruption to school routine and organisation. A ceiling for each class based on Department of Education and Training Staffing formula will apply to all non-local enrolments.

**SPECIAL NEEDS**
Where a student with special needs applies for local or non-local enrolment a full assessment of the student's needs and the needs of the present student enrolment will be required to determine the ability of the school with present resources to effectively meet the child's needs.

Areas to be considered:
1. Class sizes
2. Level and frequency of student's needs (learning, behavioural, social and emotional)
3. Resources available.

**Feedback**
Parents will be provided with an explanation of the decision of the placement panel.

**Waiting Lists**
Waiting lists may be established for non-local students. Parents should be advised if their child is to be placed on a waiting list and his or her position on it. Waiting lists are current for one year.

**Appeals**
Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. If the matter is not resolved at the local level the district superintendent will consider the appeal and make a determination.

*Kevin Greaves*
Principal