



New Lambton Heights Infants School

ENROLMENT PROCEDURES AND INTAKE AREA

October 2019

GENERAL ENROLMENT PRINCIPLES

A student is considered to be enrolled when he or she is placed on the admission register of a school.

A student should be enrolled in one Department of Education school only at a given time.

Parents may seek to enrol their children in the school of their choice.

Local intake areas are designated by the Secretary, Department of Education. A child is entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated (see map below).

Schools need to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.

The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

ENROLMENT CAP

At the beginning of the school year, the New Lambton Heights Infants School enrolment cap is based on five permanent classrooms. Therefore, the enrolment cap is 110 students.

ENROLMENT BUFFER

The enrolment buffer is determined to ensure places are available to accommodate local enrolments that may arrive during the year. Based on historical enrolment information, the buffer is 2 student places. Therefore, if enrolments reach 108 at the beginning of the year, the school will not be in a position to enrol any non-local students. As the school nears the enrolment buffer, it may be required to use a 100-point residential address check.

After the February census date, the number of permanent classes established will determine the enrolment cap. If the enrolment cap after census date is based on 4 permanent classes, the cap would be 88 with a buffer of 2 students to accommodate local enrolment arriving throughout the year. Therefore, once enrolments reach 86, enrolment will not be offered to non-local students.

If a non-local child is enrolled in Kindergarten at the commencement of a year, parents need to understand siblings will only be enrolled if enrolment capacity allows at the time of an enrolment application.

Anticipated enrolment numbers are due to the Department in late August for the following school year. After anticipated numbers have been determined, the school is in a position to consider non-local enrolments for the following school year.

PLACEMENT PANEL

If the demand for non-local places exceeds availability, a placement panel will be established to consider and make recommendations on all non-local applications. The composition of the panel is to be determined locally, but must include the principal, another staff member and a member of the school community nominated by the school parent organisation.

CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS

The following criteria will be applied equitably to all non-local applicants:

- siblings already enrolled in the school

- structure and organisation of the school
- safety and supervision of children before and / or after school
- compassionate circumstances
- proximity and access to school
- special interests and abilities of the student.

WAITING LIST

A waiting list may be established for non-local students and is determined by the panel. Parents will be advised in writing if their child is to be placed on the waiting list and his or her position on it. The waiting list remains valid during the current intake period only.

APPEALS

Appeals against the panel's decision need to be made in writing to the principal. The principal will seek to resolve the matter.

If the matter is not resolved at school level, the Director, Educational Leadership will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

RESPONSIBILITIES OF THE PRINCIPAL

With regard to enrolment the principal is responsible for:

- preparing an enrolment policy and inform parents and community about the school's procedures for enrolment
- informing present and prospective members of the school community about facilities and opportunities
- managing the school enrolments within the resources provided to the school
- operate within enrolment caps and local enrolment buffer levels
- advising the Director, Educational Leadership of enrolment trends in the school
- maintaining accurate enrolment data.

RESPONSIBILITIES OF THE DIRECTOR, EDUCATIONAL LEADERSHIP

With regard to enrolment, the Director, Educational Leadership is responsible for:

- review and endorse school enrolment procedures
- monitor implementation of enrolment caps and local enrolment buffer levels in consultation with School Infrastructure NSW
- make determinations for out of area placements appeals which cannot be resolved at school level
- consult with principals proposing to refuse enrolment

Lisa Hughes
Principal
New Lambton Heights Infants School
14 October 2019

New Lambton Heights Infants School

Intake Area

As of 21 May 2019

