

MUSWELLBROOK PUBLIC SCHOOL POLICY
ENROLMENT POLICY

Aim: A policy which follows Departmental policies and which meets the needs of Muswellbrook Public School and its local community.

Rationale: Muswellbrook Public School together with the members of its P&C Association have reviewed the existing policy to ensure that student enrolments maintain a balance with classroom availability, after reviewing the needs, available space and special factors influencing the school and its community.

Muswellbrook Public School's zone is the area north of and bordered by the train line from Singleton beginning at the town boundary, north of the train line to Merriwa and Denman Road; west of and including Racecourse Road and the northern boundary of the Muswellbrook Shire.

This policy has been developed in consultation with Muswellbrook P&C Association.

1. Class Sizes in relation to Enrolment Applications

The following summary reflect the Department of Education and Communities class size limits, Muswellbrook Public Schools class size limits and reflects the buffer (spaces kept for student enrolling during the school year from within the school zone).

	Department Limit	School Limit	Spaces Retained per class (Buffer)
Kindergarten	20	19	1
Grade 1	22	21	1
Grade 2	24	23	1
Grade 3 to Grade 6	30	29	1

2. Non-local Placement Committee

A non-local placement committee comprising of the school principal, the deputy principal and a member of the P & C Association will consider all applications. No additional accommodation is provided to cater for increased enrolments resulting from non-local placements.

3. Non-Local Placement Kindergarten to Year 6 - Beginning of the Year

Applications for non-local enrolments for Kindergarten will generally only be accepted if a sibling is already enrolled in the school and if spaces are available. The principals of each of the two primary schools in Muswellbrook (or their duly appointed delegates) will meet early in Term 4 to consider all non-local applications. A decision regarding non-local placements will be made by the end of Week 5, Term 4 of the year preceding the applicant's enrolment. It is recommended that all prospective Kindergarten parents attend Kindergarten Orientation Programs prior to advice being received.

4. Local Placement from Kindergarten to Year 6 - During the Year

Local enrolments will be accepted in excess of the ceiling as required by the current Departmental policy. Proof of residency for all applications must be provided, as well as a copy of the child's birth certificate. Parents will be advised whether their child's application has been successful and may seek redress to the principal should they believe it warranted.

5. Proof of Residence

Verifiable proof of residence will be required for all enrolments, including non-local placements. Families intending to enrol their child(ren) will require evidence that will confirm their residential address such as:

- Rate Notice
- Electricity Account
- Rental Agreement
- Bill of Sale
- Evidence of land purchase

A Statutory Declaration will be required for children who are residing with adults other than their non-local parents or guardians.

Criteria for Consideration by Selection Panel

- Siblings already enrolled at the school providing there are available places

The principal will ensure that the established criteria is applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing, should they request it.

It should be noted that although siblings may be accepted in any one year, it does not mean each sibling following will be accepted, as it depends on total school numbers and the availability of places for Out of Area applicants.

6. Special consideration

Children/relatives of current and neighbouring DEC staff are eligible to enrol in our school providing there are places available.

7. Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. Where required, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter. If the matter is not resolved at the local level, the Director NSW Public Schools will consider the appeal and make a determination after consulting with the principal and the committee members, if necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

8. Birth Certificates

No child will be enrolled without a current birth certificate or an application for a birth certificate receipt or a Statutory Declaration signed by a Justice of the Peace showing date of birth and name. All children will be enrolled under the name shown on their birth certificate, unless special criteria (available from the school) is met.

9. Immunisation

Up-to-date immunisation certificates are recommended for families seeking enrolment.