



Education

Public Schools NSW



Enrolment Procedures

May 2019

Overview

Student enrolment at Leichhardt Public School is done so in accordance with the principles and practices outlined in the Enrolment of Students in Government Schools policy (August, 1997). A summary and consolidation of this policy can be found at www.education.nsw.gov.au

General Principles Governing Enrolment

- 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 school only at any given time.
- Children are entitled to be enrolled 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 seek to enrol their child in the school of their choice.
- School local areas are determined by the Department of Education.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- The policy and criteria should be expressed in plain English, and in community languages where necessary. It should be made clear what consideration will be given to each of the criteria

Local Enrolment

A student is entitled to enrol at Leichhardt Public School if:

- The child's home is situated within the designated school catchment. Proof of residence is required to substantiate the application. These documents may include rate notices, rental/lease agreements or utilities accounts.
- The child is eligible to attend school. Children may enrol to begin kindergarten if they turn five years of age on or before 31 July in that year. The documentation required for enrolment is outlined in the enrolment form which can be found on the school and department websites.

Non-Local Enrolment

Leichhardt Public School must ensure that there are sufficient spaces for eligible local enrolments. Applications for non-local enrolment are considered on an individual basis where space exists to accommodate enrolment. A placement panel will consider and make recommendations on all non-local enrolment applications.

Criteria for Non-Local Enrolment

1. The acceptance of the enrolment will not create the need for additional staff and accommodation under any circumstances.
2. If criteria (1.) is met the following may be considered but do not guarantee enrolment
 - Siblings already enrolled at the school
 - Proximity and access to the school
 - Before and After School Care arrangements
 - Special interests and abilities
 - Significant student welfare reasons
 - Compassionate reasons
 - Medical reasons
 - Other exceptional circumstances

Appeals

Appeals should be made in writing to the Principal. Where the appeal is not resolved at school level, the Principal will request the Director Educational Leadership to consider the matter.

Policy Review

This policy will be reviewed annually in response to local and non-local enrolment demand

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Approving Officer – Chris Buenen (Principal)

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