ENROLMENT POLICY

Preamble: Petersham is a school with a very small drawing area for enrolments. Historically many of the students at Petersham have been non-local. Over recent years local enrolments have increased and this has diminished the number of non-local offers made.

Within this context the following policy guidelines are effective from the commencement of the 2015 school year.

1. Children living within the local area will be enrolled in accordance with the policies of the NSW Department of Education and Communities.

   Parents must provide documentary evidence of their place of residence within the school boundary. This evidence can be in the form of a rent or lease agreement, council rates or utilities account. A driver’s license is not considered to be evidence of residential address.

2. The boundary of our local area is indicated on maps held in the school office.

3. Places in each year will be kept open from the start of the year to ensure access for children who move into the local area during the year. The number of places will be based on historical data and predicted enrolment fluctuations. Places in this buffer are not to be offered to non-local students.

4. Applications for non-local enrolment will be considered only when there are places available in the school and the enrolment does not create the need for a demountable classroom (Department of Education and Communities Policy). Contact will be made with all non-local applicants to obtain further information, if required.

5. Criteria for selecting amongst non-local enrolment applications are listed in priority order:
   i  Children of staff members.
   ii Sibling(s) already enrolled at the school
   iii Safety and supervision of the student before and after school
   iv Proximity and access to the school
   v  Sibling(s) who attended the school in the past.
   vi Compassionate circumstances
   vii Chronological order of date of submission.

6. An out-of-area placements panel, in accordance with Departmental policy, will consist of the Principal, one staff representative and one parent representative nominated by the Parents and Citizens Association. The panel will consider all applications for non-local enrolment when places are available in the school.

7. Enrolment of Students with Disabilities

   When students with disabilities are seeking enrolment into regular classes, an appraisal of the students educational and support needs will occur. This may occur as part of a planned transition process, or at the time the enrolment is sought and may involve the school counsellor and other DEC staff.

   In determining the most appropriate enrolment options a number of factors will need to be considered including:
   • Expressed desire of the parents/caregivers
   • Appraisal of educational and support needs
   • Capacity to provide the level of support required
   • Availability of services at alternative locations
8. **Enrolment of Students who are not Australian Citizens**
Applications for enrolment for students other than Australian citizens, are dealt with under *Guidelines for Schools – Enrolment of Permanent Residents and Temporary Visa Holders* policy issued by the DEC.

Permanent residents enrolled in government schools have access to the same educational provisions as Australian citizens.

Temporary residents and temporary visa holders are subject to the conditions outlined in the above set of guidelines.

9. **Waiting lists** will be established for non-local students and will be current for one year.

10. **Appeals** should be made in writing to the Principal and if not resolved at the local level referred to the Director, Marrickville Principals Network to make a determination.

Hugh Miller
Principal

Revised
12 November 2016