



Waterfall Public School Out of Area Enrolment Policy

Waterfall Public School currently has a multi age class consisting of students from Kindergarten to Year 6. The school has additional learning spaces including a computer room, a designated creative arts room and an outdoor learning space.

Local students may enrol subject to the following conditions:

- Parents may enrol their child in Kindergarten at the beginning of the school year if the child turns 5 years of age on or before 31 July in that year. The Education Act 1990 mandates that all children must be in compulsory schooling by 6 years of age. Are not under suspension or expulsion from another school.
- Are not restricted by court or Department of Community Services orders which may prohibit their enrolment.
- Meet visa requirements in the case of non-Australian citizens.

Where students are transferring from another school, student records are to be provided to Waterfall Public School before enrolment procedures are completed particularly when a student's prior behaviour may raise concerns for the safety of staff and other students.

Enrolment Ceilings

Currently Waterfall Public School has no enrolment cap. As the school grows in numbers the Department of Education will advise on the enrolment cap which will be consistent with the Department of Education (DoE) policy.

Once this number of enrolments has been reached, in general, children who do not live within the designated intake area will not be enrolled.

Waterfall Public School's multi-age class is formed with the inclusion of Kindergarten students as close as possible to the targeted size of 20 students.

Waterfall Public School at all times attempts to maintain the enrolment ceiling in each grade so as to keep student / teacher ratios at a level which is most beneficial to the student and school.

To this end the following Departmental Guidelines are adhered to as much as possible.

- Kindergarten – 20 students
- Year 1 – 22 students
- Year 2 – 24 students
- Year 3 – 30 students
- Year 4 – 30 students
- Year 5 – 30 students
- Year 6 – 30 students

Placement Panel

For non-local enrolment applications Waterfall Public School has a Placement Panel which consists of a staff member, the School Administrative Manager (SAM) and a community representative.

Placement Criteria

Before a non-local enrolment application is considered, the applicant must first make contact with the local school to assess suitability for their child. The criteria used for selecting non-local enrolment applications are consistent with the general principles governing enrolment in Public Schools as stated in the Enrolment of Students in Government Schools policy.

Criteria for selecting amongst non-local enrolment applications are documented and made available to parents who are interested in enrolling their children. The selected criteria for Waterfall Public School are:

- Sibling already at school
- Number of vacancies available
- Safety and supervision of the students before and after school
- Compassionate circumstances
- Proximity and access to school
- Family have visited local school.

Further criteria from the Enrolment of Students in Government Schools policy of 1997:

- Structure and organisation of the school
- Special interests and abilities
- Availability of subjects or combinations of subjects

In the context of the above principles and their application, which clearly constrain and individual's choice, no person will be discriminated against in the enrolment on the grounds of their gender, age, race, religion, ethnicity, disability, sexual preference or marital status.

Proof of Residency

Waterfall Public School will seek evidence demonstrating that the child's place of residence is within the designated intake area and use a 100-point residential address check to determine student's entitlement to enrol at the school.

A child enrolling at Waterfall Public School is required to live with his/her parents or legal guardians. Staying with a relative or friend does not qualify a child as 'a resident'. Proof of Guardianship must be supported by the relevant papers endorsed by the Family Court of Australia.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) <ul style="list-style-type: none"> 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year 	40
2. Any of the following <ul style="list-style-type: none"> 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement 	20 each
3. Any of the following documents <ul style="list-style-type: none"> 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this. 	15 each

Waiting Lists

A waiting list may be established if the demand for non-local placements exceeds the school requirements and / or buffer. Parents will be advised in writing if their child is to be placed on a waiting list and their position on it. Waiting lists are current for one year.

Appeals

Appeals are to be made in writing to the Principal.

Procedures

1. Parent/caregivers submit Non-Local Primary School enrolment form.
2. The school will acknowledge receipt of this form.
3. In late October, the placement panel will meet and assess each of the applications against the criteria listed in the enrolment policy and **in the order they are received**.
4. Early in Term 4, letters of offer will be sent to families being offered a place.
5. Families will have 10 days to accept or decline the position.
6. Letters advising that applications have been unsuccessful will be sent in the week commencing in Term4.