



Queanbeyan Public School

Creating opportunities, building relationships, achieving success

Enrolment Policy

This policy is based upon the document *“Enrolment of Students in Government Schools: A Summary and Consolidation of Policy - August 1997”*.

The Queanbeyan Public School Enrolment Policy provides information and direction for the school and community. The policy:

- Acknowledges that all students residing within the intake area designated to Queanbeyan Public School are entitled to enrol in the school.
- Sets an enrolment ceiling that caters for anticipated local demand and ensures that, should they choose to attend, every eligible child has a place at Queanbeyan Public School.
- Explains the circumstances under which non-local (out of area) enrolments will be considered.

Implementation

- All parents must complete an enrolment application form. Students are enrolled when their names have been added to the school’s enrolment register.
- The student and their family are invited to attend an enrolment meeting interview.
- Applications will be considered against the criteria for non-local enrolments listed below.
- A placement panel will consider and make recommendations on non-local enrolment applications in instances where demand exceeds availability. In this instance, a waiting list will be established and parents notified as soon as a place becomes vacant in the relevant grade/s.

Enrolment Buffer

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

Criteria for Non-Local Enrolments

The criteria for selecting amongst non-local enrolment applications are:

- Safety and supervision of the student before and after school
- Proximity and access to the school
- Medical reasons
- Siblings already enrolled at the school

Criteria will be applied equitably to all students.

Waiting lists are current for one calendar year.

Enrolment Panel

An enrolment panel will be established to consider and make recommendations on non-local enrolment applications where the demand for non-local places exceeds availability.

Where the demand for non-local places does not exceed availability the decision to offer a student placement will be made by the Principal or Deputy Principal following the guidelines listed above.

Appeals

Appeals against the decision of the Placement Panel must be made in writing to the Principal in the first instance. The Principal will seek to resolve the matter.

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

Plan for Evaluation

This policy should be evaluated as the need arises but particularly if the demand for non-local placement increases. Regular monitoring will take place in order to ensure that the non-local enrolment criteria and enrolment buffer remain realistic.

