

BERESFIELD PUBLIC SCHOOL

ENROLMENT PROCEDURES

2021



NSW DEPT OF EDUCATION'S POLICY AND PROCEDURES

These school procedures are aligned with the NSW Dept of Education's 'Enrolment of Students in NSW Government Schools' Policy.

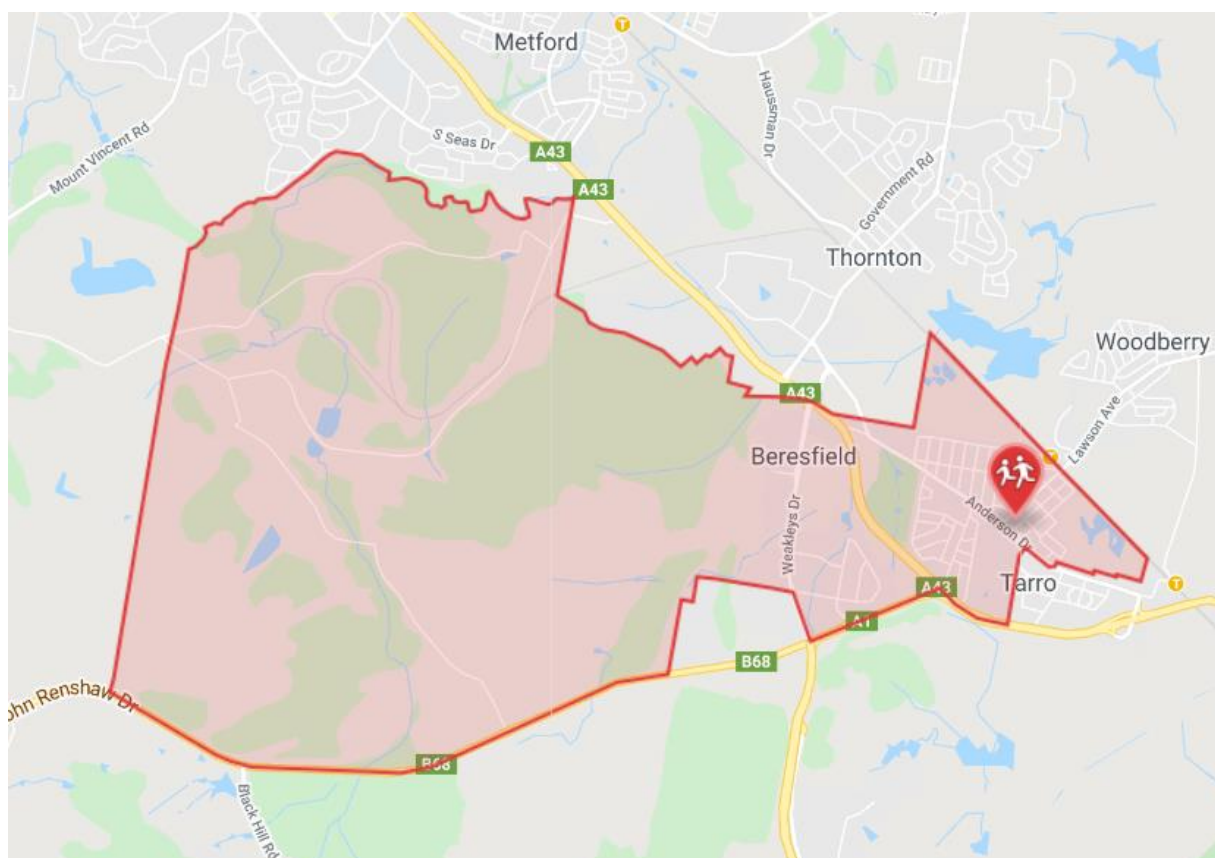
<https://policies.education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

The NSW Dept of Education implemented its General Enrolment Procedures on 22 July 2019.

<https://policies.education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>

INTAKE AREA

- 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.
- School intake areas are designated by the Secretary, Department of Education. The Beresfield Public School local intake area is below.



ENROLMENT CAP

The enrolment cap is based on Beresfield Public School having 13 teaching spaces for mainstream students. These spaces are multiplied by a factor of 23.1. This provides an enrolment cap of **300 mainstream students**. The students in our Support Unit are additional to our enrolment cap.

The enrolment cap tells us whether the school may or may not have the capacity to accept non-local enrolments. It is not a target or limit on the number of local enrolments a school can take.

ENROLMENT BUFFER

Within the enrolment cap, a number of enrolment places (the buffer) must be kept aside for the likely number of local students who will need to enrol during the year. For this reason, a school will not take non-local students once they reach their buffer, unless there are exceptional circumstances.

The enrolment buffer for Beresfield Public School is **15**. Therefore, once the school's mainstream students total **285**, the school will no longer accept out-of-zone enrolments.

Buffers may apply for individual year groups if classes are already at their capacity. The school may not accept non-local enrolments for that year group, even though it may not have reached its buffer overall.

ENROLMENT OF STUDENTS WITH DISABILITIES

Beresfield Public School welcomes students with disabilities in our mainstream setting.

Our school also has a Support Unit comprising of 3 classes – two multi-categorical classes and one IO/IS class. A panel based at Maitland Office determines student placements in these classes. This panel assesses applications called Access Requests, and places students appropriately. Although Beresfield Public School does not take part in this process, we can inform and assist parents in how to navigate the process.

PRIMARY RESIDENTIAL ADDRESS

For the purposes of school enrolment, the child's residential address will be determined as the address at which the child spends the majority of time i.e. with the primary carer and has an established relationship with that person.

100-POINT RESIDENTIAL ADDRESS CHECK

If Beresfield Public School is near or at our buffer or cap, parents will be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area. This means you will need to provide documents to verify your child's current address.

PLACEMENT PANEL

If the demand for non-local places exceeds availability, a placement panel will be established to consider and make recommendations on all non-local enrolment applications. The panel will comprise the principal, executive teacher, staff member and a delegate from the P&C.

CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS

The following criteria will be applied equitably to all non-local applicants:

- Siblings already enrolled in the school
- Compassionate circumstances

WAITING LIST

A waiting list will be established if needed. Parents will be informed in writing if their child is to be placed on the waiting list.

APPEALS

Appeals against the panel's decision need to be made in writing to the Principal. The Principal will seek to resolve the matter.

If the matter is not resolved at school level, the Director of Public Schools will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

PROCEDURE REVIEW

This Enrolment Procedure will be reviewed annually by the School Executive and P&C.

**APPLICATION FOR NON-LOCAL PRIMARY
SCHOOL ENROLMENT**

A. STUDENT INFORMATION

Family Name: _____ Date of Birth: _____

Given Name: _____ Male: _____ Female: _____

Address: _____ Home Phone: _____

Post Code: _____ Work Phone: _____

Parent/Guardian Name: _____ Relationship to student: _____

Present School: _____ Present Grade (K – 6): _____

B. NON-LOCAL SCHOOL PLACEMENT REQUEST

School applied for: _____ Year/Grade: _____

Proposed date of enrolment: _____

REASON FOR APPLICATION:

(Attach any further information that you feel may be relevant)

Have also applied for enrolment at the following non-local school: _____

and at my local school: _____

Parent/Guardian Signature: _____ Date: _____

SCHOOL USE ONLY

Date Received: _____ Place Available: _____

Parent Advised On: _____

Notes: _____

**FORWARD THIS FORM TO THE PRINCIPAL OF
BERESFIELD PUBLIC SCHOOL**