



BANGALOW PUBLIC SCHOOL

Respect • Responsibility • Personal Best

Byron Street, Bangalow NSW 2479
Ph: (02) 6687 1434 Fax: (02) 6687 2036
www.bangalow-p.schools.nsw.edu.au
email: bangalow-p.school@det.nsw.edu.au
Principal: Susie Boyle

Enrolment Policy

Our Purpose

Bangalow Public School is part of the NSW government school system and exists to provide high quality education for all school-age children. Children are entitled to enrol at Bangalow Public School if they live in the designated intake zone established for this school. We seek to ensure that every eligible child living in the local area has a place at our school.

Bangalow Public School's local intake zone has been approved by the local schools in the area and by the Director, Public Schools NSW. Our zone can be viewed online using the [School Intake Zone Enquiry tool](#). This tool provides access to information regarding school intake zones and catchment boundaries.

The tool can be used to:

- locate and view school intake zones and catchment boundaries
- display school locations on the map of NSW
- identify designated local schools for specific addresses.

<http://www.schools.nsw.edu.au/gotoschool/nswps-finder/index.php>

Local Enrolment

- Children may enrol in Kindergarten if they turn five years of age on or before 31 July in that year.
- Parents and caregivers seeking enrolment need to phone the school and make an appointment. Parents and caregivers will be asked to provide proof of their residential address to support the local enrolment application for their child.
- Original documentation providing your child's proof of age is required at the time of enrolment. Either birth certificate or passport can be used for this information. All applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.
- A student is considered enrolled after an interview has been conducted and when he or she is placed on the admission register of the school. The interview is conducted to gather relevant information that will assist staff in placing the student where their needs can be best met.
- No person will be discriminated against enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Enrolment Ceiling

Each year the school establishes an enrolment ceiling to determine availability of places. This is based on the distribution of students already enrolled at our school and the permanent accommodation at the time of application. At Bangalow Public School permanent accommodation is provided for a ceiling of 240 students. **We currently have availability for local enrolments only.** No non-local places can be offered after enrolments pass 216, unless particular urgent circumstances apply and there is no potential impact on class structure. A 10% buffer will cater for local enrolments (based on historical data and enrolment fluctuations). Places in the buffer will not be offered to non-local students.

Non-Local Enrolment

- Parents from outside the local intake area may seek to enrol their child at Bangalow Public School. All non-local applications must follow the DoE Guidelines and show exceptional circumstances as per criteria on DoE Application for Non-Local enrolment. A non-local enrolment form will need to be completed.
- The primary criteria for acceptance of non-local enrolment includes availability of appropriate staff and permanent accommodation. A non-local enrolment must not create the need for additional staff and accommodation under any circumstances.
- A Placement Panel will consider applications for non-local enrolments when demand for non-local places exceeds availability. The panel includes: the Principal, School Administration Manager and a staff member.

Criteria for Non-local Enrolment

- Court Orders and custody provisions
- FACS advice or direction
- Proximity and access to the school, safety and care of students outside of school hours
- Siblings already enrolled at the school (2019 Kindergarten only)
- Medical reasons
- Safety and supervision of the student before and after school
- Works in Bangalow
- Extreme compassionate circumstances
- Urgent / extenuating family circumstances
- Availability of vacancies in grades
- Children of staff where no other care exists beyond the school.

Waiting Lists

A waiting list will be established for non-local placement if the need arises. The waiting list will be current for one year. Students contact details, DOB, Year and date of enquiry will be noted. Students will only be contacted by the school if a place arises.

Refusals

Under NSW Department of Education policy, the Principal may decline an enrolment of a student on the grounds of previously documented violent behaviour, if there is evidence that the student has not learned the appropriate skills to manage this behaviour.

Appeals

If a parent wishes to appeal the decision of a declined enrolment, they can refer the matter to the local Director Education Leadership.

This policy is reviewed annually. Last revised February 2019.

Larissa Polak

**R/Principal
Bangalow Public School**