



# CRONULLA SOUTH PUBLIC SCHOOL

## Enrolment Policy

### Preamble

Cronulla South Public School currently has fourteen permanent classrooms, one of which is used as a computer lab. In addition to this the school has a room designated as a SCOOSH and school library.

Local students may enrol subject to the following conditions:

- they have turned five years of age on or before 31 July in the year for which they seek enrolment.
- can be provided with the appropriate level of support (in the case of students with disabilities and/or special learning needs).
- 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 on non-Australian citizens.

Where students are transferring from another school student records are to be provided to Cronulla South 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

For 2005 Kindergarten classes will be targeted at 20 students. Where multi-age classes are formed that include Kindergarten students, classes will be formed as close as possible to the targeted size of 20 students.

Cronulla South 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 students and school.

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

- .....Kindergarten - 20 students
- .....Year 1 - 22 students (commencing 2006)
- .....Year 2 - 29 students
- .....Year 3 - 30 students
- .....Year 4 - 30 students
- .....Year 5 - 30 students
- .....Year 6 - 30 students

### Enrolment Buffer

In accordance with the Enrolment of Students in Government Schools policy of 1997, "No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements". To this end, a buffer of one student per class is maintained in order to accommodate for local students arriving throughout the year. The following table shows the break down of the ceilings including the buffer.

- .....Kindergarten: 19+1 student
- .....Year 1: 21 +1 student (commencing 2006)
- .....Year 2: 28 +1 students
- .....Year 3: 29 + 1 students

- .....Year 4: 29 + 1 students
- .....Year 5: 29 + 1 students
- .....Year 6: 29 + 1 students

## **Placement Panel**

Cronulla South Public School has historically had a demand placed on it by non-local enrolment applications. When such a demand exceeds availability a Placement Panel will be formed consisting of the Principal, one other staff member and a parent representative endorsed by the School P&C.

## **Chosen Criteria**

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 of 1997.

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 Cronulla South Public School are:

- Sibling already at school
- Medical reasons
- Safety and Supervision of the students before and after school
- Compassionate circumstances
- Proximity and access to 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
- access to single-sex education

## **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. The principal will seek to resolve the matter. If the matter is not resolved at a local level, the School Education Area appeals committee will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

NON-LOCAL PRIMARY SCHOOL PLACEMENT  
INFORMATION FOR PARENTS

**PLEASE READ CAREFULLY BEFORE COMPLETING THE FORM**

Parents may apply for non-local enrolment of their child in addition to their designated local school. A separate application form is required for each school.

Priority for enrolment will be given to students entering Kindergarten. Place may also be available in Years 2 - 6.

Reasons for choosing non-local placements may include:

- \* proximity and access to the school
- \* siblings already enrolled at the school
- \* safety and supervision of the student before & after school
- \* medical reasons
- \* compassionate grounds
- \* structure and organisation of the school

The number of students a school may enrol is limited by the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodating local children. To avoid disappointment parents should check that there are vacancies before applying.

Once a student enrolls in a non-local school, transfer to another non-local school will only be possible in exceptional circumstances. Transfer to the student's local school will be allowed if there is space available.

Parents can appeal against decisions regarding non-local placement by writing to the Principal.

Application For  
**Non Local Primary School  
Enrolment**

Please read the information for parents on the back of this form

**A: STUDENT INFORMATION**

Family Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Given Names \_\_\_\_\_

Male  Female

Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Relationship \_\_\_\_\_

Present School \_\_\_\_\_

Present Year \_\_\_\_\_

**B: NON-LOCAL SCHOOL PLACEMENT REQUEST**

School applied for \_\_\_\_\_ Year \_\_\_\_\_

Proposed date of enrolment \_\_\_\_\_

REASONS FOR APPLICATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

I have also applied for the following non-local school \_\_\_\_\_

and at my local school. \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

**SCHOOL USE ONLY**

Date received \_\_\_\_\_

Place available \_\_\_\_\_

Parent advised on \_\_\_\_\_

Notes \_\_\_\_\_