

OUT – OF – AREA ENROLMENT

Sylvania Public School will accept the enrolment of students living outside the designated school boundaries if places are available.

The enrolment has a ceiling due to the availability of a specific number of permanent classrooms.

No additional accommodation will be provided by the Department of Education for increased enrolments resulting from non-local placements.

A buffer will be determined by the principal and staff to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data.

Applications

- The school will maintain a buffer.
- The school will consider non-local enrolments that will not impact on the class structure already in place.
- Priority for acceptance of non-local enrolment will be (in no specific order):
 - Kindergarten enrolments with priority given to siblings of children already attending Sylvania Public School.
 - Children where travel arrangements to Sylvania Public School are more convenient than travel to the child's local school.
 - Children with child-care arrangements more suited to attendance at Sylvania Public School.
 - Other special circumstances impacting on the welfare of the student.
- Non-local enrolment offers will be made after consideration of the above criteria. Where the above criteria do not distinguish between applications, offers will be made after an interview with the student, parent and Principal and with consultation of the school placement panel.
- Offers of non-local enrolment will be made requiring the parent to notify the school of acceptance, or decline, within 7 days.

The principal will ensure that the established criteria are applied equitably to all applicants.

Waiting Lists

Waiting lists will be established for non-local students if demand for placements exceeds availability.

Parents will be advised if their child is to be placed on a waiting list and his or her position on it.

Waiting lists are current for one year.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The principal will seek to resolve the matter. If the matter is not resolved at the local level, the Director will consider the appeal and make a determination.

Priority for enrolment will be given to students entering kindergarten. Places may also be available for students in Years 1 – 6. Reasons for applying for non-local placement may include, but are not limited to:

- Change of residence
- Move from a non-government school
- Sibling enrolment at the school
- Supervision of student before and after school
- Student Welfare Needs
- Travel Arrangements and/or distance

The number of students a school may enrol is limited by existing and projected class structure and to the availability of classroom space. This means that some schools may not have room for non-local enrolments after accommodating local children. To avoid disappointment, parents should check that there are places available in a school 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 space is available.

IF YOU WISH TO PROCEED WITH AN OUT-OF-AREA ENROLMENT, PLEASE DOWNLOAD AND FORWARD THE ATTACHED FORM TO THE PRINCIPAL



SYLVANIA PUBLIC SCHOOL

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Email: sylvania--p.school@det.nsw.edu.au

Application for Non-Local Enrolment

Enrolment Application for Term _____ 20_____. In Grade _____

Student Details:

Family

Name: _____

Given Names: _____ Date of Birth: ____/____/____

Address: _____ Present Age: _____

_____ Post Code: _____ Male ☐ Female ☐

Local/Current School: _____ Present Grade: _____

Reason/s for Application to Sylvania Public School:

Proposed Date of Enrolment: _____

General Information:

Siblings: Older: Yes / No Ages: _____

Younger: Yes / No Ages: _____ Strengths: _____

Special Needs (where applicable): _____

Eligible For Funding/Support? Yes / No

Name of Applicant: _____ Parent / Guardian

Contact Details of Applicant: Mobile: _____ Other: _____

For Kindergarten Applicants:

Pre-School: _____ Days and Times: _____

SCHOOL USE ONLY

Date Received: ____/____/____ DET Enrolment Form received: Yes / No

Kinder / School enrolment pack provided Yes / No

PANEL RECOMMENDATION.....Yes / No

Reason: _____

Principal: _____

Parents Advised by: _____ Date: _____