Sylvania Public School

NON-LOCAL 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 enrols 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

Application for non-local enrolment

Student Information

Family Name: _____ Date of Birth: ___/___/_____

Given Name/s: _____ Gender: _____

Address: _____

Suburb: _____ Postcode: _____

Parent/Carer Name: _____

Relationship to Student: _____

Mobile Ph: _____ Home Ph: _____ Work Ph: _____

Current/Local School: _____

Current Scholastic Year (K-12): _____ Proposed date for enrolment: ___/___/_____

Please provide reasons for your application for non-local enrolment based on the school's selection criteria published at https://sylvania-p.schools.nsw.gov.au/about-our-school/enrolment.html and attach supporting documentation:

_____

_____

_____

Signature of Parent/Carer: _____ Date: _____

School use only

Date Received: ___/___/_____ Places Available: _____

Parents Advised on: ___/___/_____

Designated Local School: _____

Notes:

_____

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