Newcastle East Public School
Enrolment Policy
Correct as of Wednesday, 25 January 2017

Preamble
The Education Reform Act 1990 requires students between the ages of six and fifteen to be enrolled at a government or non-government school, and to attend school on each day that instruction is provided. Specifically:

- A student can be enrolled at one school only.
- Any student residing within the zone of a public school is entitled to enrol at that school.
- Documentary evidence from two sources must be provided to prove residency within the school’s zone.
- Parents may seek to enrol their child at a school of their choice.
- International students may apply for enrolment.
- No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion or ethnicity.

Enrolment Ceiling and Buffer

Newcastle East Public School has an enrolment ceiling based on 8 permanent classrooms and providing a buffer to accommodate designated intake area students enrolling throughout the year. The enrolment ceiling for Newcastle East Public School, with 8 permanent classes, is 211* (K – 6). This calculation is based on an average class size of twenty five students, but includes a buffer of 14 places, two per grade, kept to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students. Therefore, once enrolment capacity of 197 is reached, enrolment will not be offered to non-locals.

- In line with the Department’s class guide; Kindergarten = 20 students, Year one = 22 students, year 2 = 24 students, years 3-6 = 30 students and an average class equalling 25 students.

If a non-local child is enrolled in Kindergarten at the commencement of a year, later enrolment of younger siblings is not guaranteed, and will happen only if the application can be accepted under the school’s enrolment capacity.

Local Enrolments
The local enrolment area refers to the area bounded by Darby Street, Railway Street, Fenton Avenue and Tooke Street, and all addresses east of these boundaries. The attached map indicated more precisely the school’s intake zone.

Composition of Enrolment Placement Panel
When the demand for non-local places exceeds availability, the school will establish a placement panel to consider all non-local applications. The placement panel will be comprised of the Principal (or nominee), a staff member and a school community member, who is either the School Council President or the P and C President.

Criteria for Non-Local Enrolment Applications
- Siblings already enrolled at the school
- Compassionate circumstances
- Student welfare interests of the child
- Medical reasons
- Proximity and access to the school – where parents work in the area and/or the local school is not viable.
- Structure and organisation of the school – students who wish to access programs which differ from their local school
- Special interests and abilities – children wishing to access special programs, such as band or choir.
Feedback
Parents will be provided with an explanation of the decision of the placement panel.

Waiting Lists
Waiting lists may be established for non-local students. Parents should be advised if their child is to be placed on a waiting list. 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. If the matter is not resolved at the local level, the School Education Director will consider the appeal and make a determination.

Website
Please use this website to help determine which school catchment zone you fall into. There may be slight differences between the map and the website. The school will use the website to determine enrolments.


Mick McCann
Principal
25/01/2017