**Burringbar Public School-Enrolment Procedures Guidelines**

Parents may apply for the non-local enrolment of their child in up to two (2) schools of their choice 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. Places may also be available in Years 1 – 6.

Criteria for non-local placements may include:

* Change of residence
* Move from a non-government school
* Siblings already enrolled at the school
* Medical reasons
* Safety and supervision of the students before and after school
* Student welfare needs
* Particular educational programs
* Structure and organisation of the school
* Particular disciplinary procedures
* Travel arrangements and/or distance
* The welfare, safety, and academic progress of students already enrolled at Burringbar Public School.

Please note that ALL criteria are considered. Meeting one or two criteria does not guarantee placement.

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

If you are invited to interview you must bring:

* birth certificate or passport
* Immunisation record
* evidence of proof of address and
* any other documents that may be relevant.

Please be aware we will contact the current school in regards to your child’s behaviour and attendance. Enrolments cannot be processed without a birth certificate and proof of address. Please do not submit an application for consideration unless you have this documentation available.

Parents can appeal against decisions regarding non-local placement by writing to the Principal. If the matter is not resolved at the school level it will be referred to the School Education Director who will consider the appeal and make a determination.

Burringbar Public School - Out Of Zone Enrolment Policy is to be read in conjunction with Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy.

The development and implementation of the Burringbar Public School Local Zone Policy is consistent with the following directions:

* School local areas are determined by the Department of Education and Communities.
* Parents may seek to enrol their child in the school of their choice.
* Burringbar Public School is required to set an enrolment number (ceiling) to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it. Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year.
* The size of the buffer is based on historical data, enrolment fluctuations and the number of families moving into or out of the area. Places in the buffer are not to be offered to non-local students.
* The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements.
* Burringbar Public School will establish a Placement Panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel will include at least one staff member, other than the Principal, and one school community member nominated by the school’s parent organisation. The Principal, who will have a casting vote, will chair the panel.
* The decisions made by the Placement Panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year. The panel will only consider matters presented on the application form. All panel meeting minutes are recorded.
* Parents have the right to appeal the decision of the Placement Panel. The purpose of the appeal is to determine whether the stated criteria have been applied fairly. Appeals should be in writing to the Principal.

**Enrolment Ceiling**

* Burringbar P.S. will leave a buffer of 8 vacancies.
* Once the school reaches an enrolment of 95 students, we will have reached our permanent enrolment capacity and will be unable to accept non-local enrolments.

**Placement Panel**

* Principal: Peter Halloran
* Staff member:
* A current P&C representative:

**Criteria for Non-local Enrolment Applications** - (Criteria are not listed in a priority order):

* Distance, proximity and access to the school (access to bus routes).
* Safety and supervision of the student before and/or after school.
* Special interests and abilities.
* Compassionate circumstances.
* Structure and organisation of the school.
* Siblings already enrolled at the school.
* Medical reasons
* The welfare, safety, and academic progress of students already enrolled at Burringbar Public School.

**Waiting List**

A waiting list will be established for unsuccessful non-local enrolment applications. Parents will be advised if their child is on the waiting list. The waiting list is current for one year.

**Refusal of Enrolment**

Principals may refuse 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. Principal may also refuse enrolment of a student who is under suspension from another school.

(No student will be discriminated against in enrolment on the grounds of his or her sex, age, race, religion, ethnicity, disability or sexual preference)

Yours truly

Peter Halloran

Burringbar Public School

Principal