



# HASSALL GROVE PUBLIC SCHOOL

## Procedures for non-local enrolment

**Implementation Date:** November 2023

**Review Date:** November 2024

**Rationale:** In accordance with the General Enrolment Procedures implementation document for enrolment of students in NSW Government Schools, a student is entitled to enrol at the local school that the student is eligible to attend if their home is within the school's local intake area. There are times, however, where a parent may apply to enrol in a school of their choice, which is a non-local school.

### Enrolment Cap and Buffer

In determining the school's stance on whether or not an out of area application can be considered, an enrolment cap, which is established centrally, determines the available accommodation for the number of students (see accompanying Enrolment Policy fact sheet for parents). At Hassall Grove Public School, **the current enrolment cap is 578 students**. As Hassall Grove enrolments are currently **over the cap, and therefore the buffer**, in accordance with departmental policy and procedure, non-enrolment applications will not be accepted unless there are exceptional circumstances.

As the school continues to adhere to the current enrolment policy, this should enable Hassall Grove Public School to return to enrolment numbers that are at or below the enrolment cap.

### Non-local applications

All non-local applications are considered by the enrolment panel, consisting of the Deputy Principal (executive staff/teaching staff member and chairperson), Business Manager (executive staff member), and P & C President (school community member).

The enrolment panel meets once a fortnight to consider out of area applications. Applications are considered on the grounds of exceptional circumstances only.

### Criteria

With a tightening of enrolment procedures, primary consideration is given to **siblings already enrolled at the school**, with the mindset that separating families would place a significant burden on the family unit and removing students from a familiar school setting could have a detrimental impact on their sense of belonging and wellbeing.

We understand that not everyone's circumstances are the same, and that there are instances where exceptional and compelling circumstances will need to be considered. On a case-by-case basis, the following are taken into consideration, in alignment with criteria set out in the department's procedures:

- Safety and supervision of the student before and after school
- Compassionate circumstances
- Medical reasons
- Proximity and access to the school
- Structure and organisation of the school
- Recent changes in the local intake area boundaries (if applicable)

Student ability, performance or achievement are not factors considered in an out of area application.

## **Appeal**

In the instance that the applicant wishes to appeal the decision made by the enrolment panel, the appeal must be made in writing to the principal and it must set out the grounds of the appeal, with reference to the criteria above. As the principal is not on the enrolment panel, the principal considers the appeal and makes a determination.

The purpose of the appeal is to determine whether stated criteria (above) have been applied equitably. As the school is above the enrolment cap, exceptional circumstances are the only grounds considered through an appeal of the original decision made by the panel.

The principal may request further documentation, including a legally binding statutory declaration, to support any exceptional circumstances outlined within the application. A request of these documents is not a guarantee that the appeal will be upheld, but rather confirmation of the exceptional circumstances, where applicable.

As part of the process, the principal will contact the principal of the child's local school when considering the non-local enrolment application, and seek approval of the Director, Educational Leadership before making an offer to enrol the child.

The parent will be advised of the outcome in writing. If the matter is not resolved at a school level, the final level of appeal is to the Director, Educational Leadership.