HOXTON PARK  
PUBLIC SCHOOL

Enrolment Policy

Knowledge is Strength

Application to enrol in a NSW Government school

The information sheet explains how to complete the application to enrol. The application forms are to be completed in English. If you need any further explanation for any of the questions or help in completing the application, please ask for assistance from the school staff. If your application is accepted, the information you have provided will be used by the school to enrol your child.

The school will notify you of the result of your application. Please do not purchase items such as uniforms until you receive confirmation of enrolment.

When you come to the school to enrol please bring the following documents with you:
- Two documents to identify the parents
- Written authority if enrolling from another NSW government school
- Written authority if enrolling from another school
- A written authority to act as the guardian
- Previous school reports
- Student's birth certificate

If your child is not an Australian Citizen, you will need to provide:
- Birth certificate
- Passport
- Two recent passport photographs

If your child is a temporary visa holder, you will also need to provide:
- Immigration Authority's letter
- Evidence of income

A resident of the local government area has first priority, subject to the availability of places.

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Enrolment Ceiling
There are sixteen permanent classrooms and nine demountable classrooms presently on site.
It is extremely difficult to set an enrolment ceiling, at this point in time, as houses continue to be built in the new housing development estates adjacent to the school.

Enrolment Buffer
No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non local placements.

Local Enrolment
Hoxton Park Public School is guided by the DET Enrolment Policy, this document and the criteria set out in the Application to enrol in a NSW Government school form. The procedure below is followed for all new local enrolments.

Procedure for enrolment
1) An Application to enrol in a NSW Government school form must be completed and returned to the school for processing. All questions must be completed with true and accurate information.

2) The completed form must be accompanied with:
   i) Proof of address
   ii) A transfer certificate from a NSW government school OR a birth certificate
   iii) Parent’s passports, only if both are born overseas
   iv) Any applicable court orders
   v) Any supporting documentation (eg previous school reports, medical conditions etc)

3) The school will contact the previous school for any additional information that is required.

4) An enrolment interview will be arranged with a member of the school executive.

5) An enrolment date will be set.
**Non Local Enrolment Applications**
Criteria for selecting non local enrolment applications are stated clearly on the reverse of the Application form. All applications for non local enrolment are seen by the Placement Panel for consideration.

Criteria includes factors such as:
- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school

The principal will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing, should they request it.

A successful non local applicant must then follow the procedures for a local enrolment.

**Placement Panel**
The school has established a placement panel to consider and make recommendations on all non local enrolment applications.

Members on the placement panel are:
- Steve Cooper  Principal
- David Leydon  Deputy Principal
- Kathryn Smith  Assistant Principal
- Robert Francis  Assistant Principal
- Jamie Scales  Assistant Principal
- Joanne McIntyre  Assistant Principal

The criteria will be consistent with the general principles governing enrolment. In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form. The placement panel will record all decisions and minutes of meetings will be available on request by the School Education Director for Hoxton.
**Appeals**

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. Where required, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter.

If the matter is not resolved at the local level the School Education Director for Hoxton will consider the appeal and make a determination. The school education director will consult with the relevant principals and school communities as necessary.

*The purpose of the appeal is to determine whether the stated criteria have been applied fairly.*

**Responsibilities of the Principal**

With regard to enrolment, the school principal is responsible for:

* preparing an enrolment policy in consultation with the school community
* informing present and prospective members of the school community about provision available at the school
* managing the school enrolments with the resources provided to the school
* advising the School Education Director of enrolment and curriculum trends in the school
* maintaining accurate and complete enrolment data
* establishing an enrolment ceiling (where possible) to cater for anticipated local demand during the year
* establishing a placement panel when demand for non local places exceeds available accommodation
* documenting and promulgating the criteria for selection amongst non local enrolment applications to parents and the school community
* making decisions on non local enrolments at the school level wherever possible.

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