



## **Douglas Park Public School**

### **Enrolment Procedures**

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. Parents may apply to enrol their child in the school of their choice. Acceptance is subject to the child being eligible to attend and that the school can accommodate the child.

### **An enrolment cap**

An enrolment cap for a school is established centrally, based on available permanent accommodation.

### **Local enrolment buffer**

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year.

### **Non-local enrolment**

Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer. When places are available, the school must develop non-local enrolment criteria and establish an enrolment panel to consider all non-local enrolment applications.

### **Applications**

Non-local enrolment applications include the Application to enrol in a NSW Government school and a non-local enrolment application form. The non-local application form requires the applicant to address the selection criteria and provide supporting documentation.

### **Enrolment Panel**

The composition of the enrolment panel includes one executive staff member to chair the panel, one teaching staff member nominated by the Principal and one school community member nominated by the school's parent organisation.

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the Principal and sets out the grounds of the appeal.

### **Criteria considered for the enrolment of non-local students:**

- \* siblings already enrolled at the school
- \* medical reasons
- \* compassionate circumstances
- \* recent change in the local intake area boundaries

### **More information:**

The Enrolment of Students in NSW Government Schools policy is available on our school website.