



BULLI PUBLIC SCHOOL

Haig Rd, Bulli 2516

E: bulli-p.school@det.nsw.edu.au

P: 02 4267 1723

W: <http://www.bulli-p.schools.nsw.edu.au>

Reviewed November 2013

Enrolment Policy

Bulli Public School is situated between the Illawarra escarpment and the Princes Highway. For well over a century, Bulli Public School has provided first class educational programs in a supportive, safe and happy learning environment for thousands of school children in the local community. We are proud that this tradition continues today. Our teachers are dedicated, enthusiastic professionals who prepare and deliver relevant and challenging learning experiences that are designed to inspire a lifelong love of learning in our students. Our students are provided with a range of extra-curricular opportunities designed to extend their interests and talents. Our supportive parents and caregivers have high expectations of student achievement academically, creatively, socially and morally. Big Fat Smile currently provides after school and vacation care on our premises.

General Principles Governing Enrolment

Under section 34 of the *Education Act*, with regard to admission to Government School,

(1) the parent of a child may enrol the child at any government school if the child is eligible to attend the school and the school can accommodate the child.

(2) a child is, in any case, entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.

- Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.
- The Executive Director following consultation with the Director of Primary Schools, Asset Management Directorate and the School Principal determines local school areas.
- Parents / Caregivers may apply to enrol their child in the school of their choice.
- A student is considered to be enrolled when he / she is placed on the admission register of a school.
- A student should be enrolled in one school only at any given time.

Expression of Interest for Non-local Enrolment

Under the Department of Education & Communities' Enrolment Policy, schools are required to set an enrolment ceiling to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his / her local school if he / she chooses to attend. Non-local enrolments will only be considered after local students are accommodated.



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Bulli Public School currently accommodates 7 classes in permanent classrooms and 2 classes in demountable (temporary) classrooms. Based on permanent classrooms, the enrolment ceiling for Bulli Public School is 170 students. An enrolment buffer of 14 places has been set aside for new local students who apply to enrol throughout the school year.

However, the topography and spacious grounds of Bulli Public School will allow for further demountable installation if required and this is likely with two new housing estates, McCauley's Beach and the Bulli brickworks site, being developed within the school's intake area. Given these circumstances, the school in 2013 – 2015 has not determined an enrolment ceiling or buffer to be set aside for local enrolments throughout the year.

Parents / Caregivers who wish their child to be considered for enrolment in a school that is not their local school, that is, not the school designated for the intake area within which the child's home is situated, may express an interest for a non-local placement. When considering individual applications, the placement panel (see below) will refer to the information contained on the Expression of Interest for Non-local Enrolment form (Appendix 1) that must be received by the end of Week 8, Term 3 in each calendar year. This form must be accompanied by a completed Application to Enrol including all relevant documentation.

Placement Panel

A placement panel will be formed at the commencement of each school year to consider non-local applications. The panel will consist of an executive teacher, a classroom teacher and a nominated member of the school's Parents & Citizens (P&C) association. The panel will be advisory and make recommendations to the Principal who will make the decision as to enrolments. The panel will meet in Week 9, Term 3 of each calendar year to consider non-local applicants for the following calendar year. For non-local applicants throughout the year, the panel will meet as required.

Only if local applicants have been accommodated will consideration be given to non-local enrolments.



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Criteria for Non-local Enrolment

The primary criterion for acceptance of non-local enrolments includes the availability of appropriate staff and permanent classroom accommodation.

Reasons for non-local enrolment may include:

- Proximity and access to Bulli Public School
- Sibling/s already enrolled at Bulli Public School
- Capacity of the school to meet special needs / health care requirements.
- Safety and supervision of students after school
- Traditional, historical and/or cultural connection to the school
- Compassionate circumstances
- Number and ages of younger siblings wishing to attend Bulli Public School
- Structure and organisation of the school.

Notification must be given to your local school that you are applying to Bulli Public School for a non-local placement. The placement panel will assess applications in terms of the DEC Enrolment Policy criteria, school based criteria and the number of non-local placements available. The Principal is responsible for ensuring that the criteria are applied equitably to all applicants.

If your expression of interest is successful you will be informed that the school may have a place available for your child. A place at the school will only be confirmed after the Principal has considered and approved the application.

Waiting lists will be established for non-local students. Parents / Caregivers will be advised in writing if their child is to be placed on a waiting list and his / her position on it. The number of applicants on the waiting list will reflect realistic expectations of potential vacancies. Waiting lists will be current for one calendar year.

Appeals

Where a parent / caregiver wishes to appeal against the recommendation of the placement panel, the appeal should be made in writing to the Principal. When required, the Principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

The Principal will consider the appeal and seek to resolve the matter.



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If the appeal is not resolved at the local level, the Director of Primary Schools will consider the appeal and make a determination. The Director of Primary Schools will consult with the relevant Principals and school communities as necessary.

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

Responsibilities of the Principal

With regard to enrolment application, the Principal is responsible for:

- preparing an Enrolment Policy
- informing present and prospective members of the school community about provision available at the school
- managing the school enrolments within the resources provided to the school
- advising the Director of Primary Schools of enrolment and curriculum trends in the school
- maintaining accurate and complete enrolment data
- establishing an enrolment ceiling based on available permanent accommodation
- setting an enrolment number (a buffer) to cater for anticipated local demand during the year
- establishing a placement panel when demand for local and non-local places exceeds available accommodation
- documenting and promulgating the criteria for selection amongst non-local enrolment applications to parents and the school community
- considering the decisions of the placement panel on local and non-local enrolments at the school level.

Responsibilities of the Director of Primary Schools

With regard to enrolment, the Director of Primary Schools is responsible for:

- monitoring enrolment policies, procedures, numbers and ceilings at all schools in the Network of Schools
- making determinations for out of area placements, in consultation with schools, that cannot be resolved at the school level
- monitoring schools' local areas in collaboration with Principals and other Directors of Primary Schools of adjacent Networks of Schools (where appropriate).



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Appendix 1 - Expression of Interest for Non-Local Primary School Enrolment

Student Information

Family Name: _____ Given Names: _____

Date of Birth: _____ Male: Female:

Address: _____ Postcode: _____

Parent's/Caregiver's Name/s: _____

Phone Contacts: _____ Relationship to student: _____

Enrolment grade (K-6): _____

Proposed date of enrolment: _____

Reasons for Expression of Interest: _____

Your Expression of Interest must be accompanied by an Application to Enrol including all relevant documentation.

I have also applied for enrolment at the following non-local school _____

and at my local school _____

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

School Use Only

Date received: _____ Date considered by Panel: _____

Place available: Yes / No Place allocated: Yes / No Parents advised: _____

Waiting list: Yes / No Position on waiting list: _____ Parents advised: _____