Enrolment Policy

**GENERAL PRINCIPLES**

* 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.
* Parents may seek to enrol their child in the school of their choice.
* School local areas are determined by the Department of Education through a process of consultation with relevant parties.
* Schools are required to set an enrolment number 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 they choose to attend it.
* The primary criteria for acceptance of non-enrolments is the availability of appropriate staff and classroom accommodation.
* No person seeking enrolment will be discriminated against on grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

This document outlines the general protocol and procedures to be followed when enrolling local and non-local students at Crystal Creek Public School.

It has been developed in accordance with Department of Education Policy – Enrolment of Students in Government schools.

**ENROLMENT CAP**

Each year, the school will establish an enrolment cap which is based on available permanent accommodation. The enrolment ceiling at Crystal Creek Public School is 92 students, with four permanent classrooms.

Once numbers reach 84 students, no non-local enrolments will be offered. This allows a buffer of 8 vacancies for local enrolments.

**CRITERIA FOR NON-LOCAL ENROLMENT**

All criteria are considered. Meeting one or two of the criteria does not guarantee placement.

* Distance, proximity and access to the school (access to bus routes)
* Safety and supervision of the student before and/or after school
* Compassionate circumstances
* Structure and organisation of the school
* Siblings already enrolled at the school
* Medical reasons
* The wellbeing and safety of students already enrolled at Crystal Creek Public School

**NON-LOCAL ENROLMENTS**

All parents and caregivers may seek to enrol their children at Crystal Creek Public School. A parent or caregiver seeking non-local enrolment must complete a non-local enrolment application form and arrange an interview with the principal. If demand for non-local enrolment exceeds availability at the school, a placement panel consisting of two staff member and a parent representative will be established to determine eligibility. Application for enrolment may be declined if placement generates additional staffing or creates disruption to school routines or organisation.

**PROOF OF RESIDENCE**

The principal can seek information they consider to be of assistance in determining an address for both local and non-local enrolments. When the current school enrolment is approaching the buffer or over the buffer a 100 point residential check will be required. Such evidence may include council rate notices, accounts for water, electricity notice, lease documents or electoral enrolment confirmation.

**APPEALS**

Any appeal regarding enrolment should be made to the principal and a decision will be made at the school level.

**REFUSAL OF ENROLMENT**

The principal may refuse enrolment of a student with a history of violence or challenging behaviour that may cause risk to themselves, other students or staff, until appropriate risk management procedures have been put in place.

*Reviewed September 2019*