

# Sans Souci Public School

## Enrolment Policy

### General Principles Governing Enrolment

- Children are entitled to be enrolled at the Government school that is designated for the intake area within which the child's residence is situated. This is their LOCAL school. (See attached map)
- The child is of the eligible age to attend school. (5 years old on or before 31 July for Kindergarten).
- Parents may seek to enrol their child in another school of their choice. This is a NON-LOCAL school.
- The Department of Education & Communities determines school areas.
- Schools are required to set an enrolment number to cater for anticipated local area demand and to ensure that every eligible local child has a place at the school.
- The primary criteria for acceptance of non-local enrolments will include the availability of staff and permanent classroom accommodation.

### Enrolment Ceilings

- Each school must establish an enrolment ceiling based on available permanent classroom accommodation.
- Sans Souci Public School has 22 permanent classroom spaces, which means our Total Enrolment Ceiling is 528 pupils, with an Open Ceiling of 508. This effectively means that when our enrolments reach 508 we are only permitted to enrol LOCAL students.
- No additional accommodation will be provided to cater for an increase in NON-LOCAL enrolments.
- The "buffer" for local enrolments is 20 pupils, which cannot be offered to non-local students.

### Selection of Non-local Students

- Where the demand for non-local placement exceeds availability, the school will form an Enrolment Committee – comprising the Principal, a parent representation and the AP Infants and/or School Administration Manager.
- Parents will need to apply formally in writing stating the reasons for seeking non-local enrolment.
- Criteria to be assessed by the Committee:
  - Siblings already enrolled at the school
  - Proximity and access to the school
  - Structure and organisation of the school
  - Compassionate circumstances
- The Principal will ensure that the established criteria for the school are applied equitably to all applicants. Parents may request a written explanation of the decision of the Enrolment Committee.

### Waiting Lists

- It is not the policy of the school to establish waiting lists.

Parents and Caregivers of all prospective non-local enrolments will be given a copy of this Enrolment Policy.

# Sans Souci Public School Enrolment Policy

Dear Parents and Caregivers,

Please read the following information carefully before completing the Enrolment form.

Check with the School Office staff or Principal about your enrolment status – whether you are a local or non-local enrolment. This is determined by your current residential address.

## LOCAL ENROLMENT

1. If you are a local enrolment you will need to provide the school with **two (2) of the following** items of documentation as evidence of residential status.
  - Rates notice
  - Rental/tenancy agreement\*\*
  - Ownership/purchase of residence documentation
2. Completed enrolment application form.
3. Birth certificate or, if unavailable, passport
4. Completed Immunisation Statement (if enrolling for the first time)
5. Completed Kindergarten Student Profile (if applicable)

Original copies must be presented to the School Office personnel - they will make a photocopy for the school records.

**\*\*NOTE:** If applicants do not own their own home and do not have a formal lease agreement in place, the following documentation is to be provided:

- A completed Statutory Declaration, signed by a JP or other authorised person, stating that the family is renting privately/staying with the occupants at the given address. The names of the owners of the property must be stated; AND
- A Statutory Declaration, completed by the owners of the property and signed by a JP or other authorised person, stating that the applicant's family is renting privately from/staying with them at the given address; AND
- Rates notice in the names of the owners of the property at the given address; AND
- A driver's licence OR bill/statement/other document that shows the applicant at the given address

## NON-LOCAL ENROLMENT

**NOTE: If the school has reached its accommodation "ceiling", it is not permitted to enrol non-local students.** The Principal can provide you with this information.

1. Non-local students may be enrolled, if there are spaces, on compassionate grounds. Parents are to fill out a "Non-local Enrolment Application". They may also attach a letter to this form indicating the reasons for requesting enrolment. This could specify the compassionate grounds, employment location, transport, distance from the school, etc. Each enrolment will be assessed on its own merit by the Enrolment Committee.
2. Non-local applicants should enrol at their local school, as there is no guarantee of enrolment given to parents. If non-local enrolment is sought for the following year, the school may not be able to advise the applicant of the outcome of their application until late in the school year (December) when applications from local students have been submitted.

## Sans Souci Public School Enrolment Policy – Enrolment Ceiling

### Accommodation

Location	Classrooms	Comment	Committed Rooms	Total Rooms
“A” Block	13	<b>Excluding</b> – Rm 11 – ESL Rm 21 – MPLC (Band) Rm 18 – Computer Lab	3	16
“B” Block	9	<b>Excluding</b> – Rm16 – Computer Lab	1	10
“C” Block		1 Portable partitioned into 2 rooms: Room C1 – Greek A Room C2 – Greek B	2	2
“D” Block		1 Portable partitioned into 2 rooms: Room D1 – Visual Art Room D2 – French	2	2
	22			30

Classroom spaces	22	
Average student = $20+22+24+30 / 4$	24	
Student ceiling number	24 x 22	<b>528</b>
Buffer to allow for local students	20	
Open ceiling	508	
Present numbers (2014)	630	

**Note: If enrolment is over 508, only “local” students can enrol**

### Attachments

1. School accommodation map
2. New Enrolment Information Requirements
3. Out of Area Enrolment Form (2 pages)
4. School geographical intake area
5. Kindergarten Student Profile Form