

Stanford Merthyr Infants SCHOOL ENROLMENT PROCEDURES 2021



NSW DEPT OF EDUCATION'S POLICY AND PROCEDURES

These school procedures are aligned with the NSW Dept of Education's 'Enrolment of Students in NSW Government Schools' Policy.

<https://policies.education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

The NSW Dept of Education implemented its General Enrolment Procedures on 22 July 2019.

<https://policies.education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>

INTAKE AREA

- 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.
- School intake areas are designated by the Secretary, Department of Education. The Stanford Merthyr Infants School local intake area is below.



ENROLMENT CAP

The enrolment cap is based on Stanford Merthyr Infants School having 4 teaching spaces for students. These spaces are multiplied by a factor of 23.1. This provides an enrolment cap of **93 students**.

The enrolment cap tells us whether the school may or may not have the capacity to accept non-local enrolments. It is not a target or limit on the number of local enrolments a school can take.

ENROLMENT BUFFER

Within the enrolment cap, a number of enrolment places (the buffer) must be kept aside for the likely number of local students who will need to enrol during the year. For this reason, a school will not take non-local students once they reach their buffer, unless there are exceptional circumstances.

The enrolment buffer for Stanford Merthyr Infants School is **11**. Therefore, once the school's students total **82**, the school will no longer accept out-of-zone enrolments.

Buffers may apply for individual year groups if classes are already at their capacity. The school may not accept non-local enrolments for that year group, even though it may not have reached its buffer overall.

ENROLMENT OF STUDENTS WITH DISABILITIES

Stanford Merthyr Infants School welcomes students with disabilities in our setting.

PRIMARY RESIDENTIAL ADDRESS

For the purposes of school enrolment, the child's residential address will be determined as the address at which the child spends the majority of time i.e. with the primary carer and has an established relationship with that person.

100-POINT RESIDENTIAL ADDRESS CHECK

If Stanford Merthyr Infants School is near or at our buffer or cap, parents will be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area. This means you will need to provide documents to verify your child's current address.

PLACEMENT PANEL

If the demand for non-local places exceeds availability, a placement panel will be established to consider and make recommendations on all non-local enrolment applications. The panel will comprise the principal, executive teacher, staff member and a delegate from the P&C.

CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS

The following criteria will be applied equitably to all non-local applicants:

- Siblings already enrolled in the school
- Compassionate circumstances

WAITING LIST

A waiting list will be established if needed. Parents will be informed in writing if their child is to be placed on the waiting list.

APPEALS

Appeals against the panel's decision need to be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved at school level, the Director of Public Schools will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

PROCEDURE REVIEW

This Enrolment Procedure will be reviewed annually by the School Executive and P&C.



STANFORD MERTHYR INFANTS SCHOOL

OUT OF ZONE ENROLMENT APPLICATION

Please complete all sections and return to Stanford Merthyr Infants School

Principal: Ms Wendy Moss Maitland Street Stanford Merthyr NSW 2327 P: 49371192

E: stanmerthi-p.school@det.nsw.edu.au W: www.stanmerthi-p.schools.nsw.edu.au

Date of Application: _____

Student: _____

Male/Female Date of Birth: ____/____/____ Aboriginal/Torres Strait Islander: Y / N

Parent /Guardian: _____

Address: _____ Town _____ Post Code: _____

Phone No: _____ Mobile No: _____

Email address: _____

Seeking enrolment for year: K 1 2 (circle one)

In Year: 2022 2023

Why do you want to enrol your child at Stanford Merthyr Infants School?

How do you think Stanford Merthyr Infants School can meet the education needs of your child?

Additional information you would like the school to take into consideration: