Rationale
Newbridge Heights Public School exists to provide an excellent education for all students. Children who enrol will be welcomed to the school and receive a smooth transition. This will enable them to become part of the school community with a minimum of disruption and maximum support. The Education Reform Act 1990 outlines the objectives of public school education and the legal requirements for compulsory schooling.

Aims
1. To provide an efficient process of enrolment that meets the needs of students
2. To implement the school enrolment policy equitably and in line with the New South Wales Department of Education and Training policy titled Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (1997).

Implementation
- Based on available permanent accommodation, the school has facility for 21 classes. Currently one classroom has been allocated to the YMCA Before and After School Care. An enrolment ceiling of 558 students has been established for the school.
- To accommodate local students wanting to enrol throughout the year, an enrolment buffer of two places per grade has been established. This is based on historical data and the limited fluctuations in local school enrolments. Places in the buffer will not be offered to non-local enrolments.
- A placement panel (enrolment committee) has been established to consider and make recommendations on non-local enrolments. The committee consists of the Principal, a member of staff and a parent representative. The Principal chairs the enrolment committee and has a casting vote.
- When considering students for non-local enrolment, priority will be given to siblings of students already enrolled at the school to facilitate family unity and siblings of students in the Opportunity Class (OC) for gifted and talented children. In addition, applications will be considered taking into account:
  1. the implementation of the DET Class Size Reduction program
  2. grade and class numbers so that students are not disadvantaged;
  3. the structure and organisation of the school so that reorganisation of classes is not required;
  4. the special interests and abilities of the student and the capacity of the school to meet the needs of the student;
  5. the compassionate circumstances of the family; and
  6. the reasons outlined in the application.
- The Principal will ensure that the established criteria are applied equitably to all applications.
- No application will be accepted for non-local enrolment from neighbouring schools without consultation with the Principal of that school.
- Waiting lists for the current year will be established for non-local applications.
- Applications for early enrolment will be considered as outlined in the school’s policy for accelerated progression and in line with DET policy for Gifted and Talented Students.
- Placement in the OC class is managed by the Selective Schools Unit.
- Students with special learning or support needs presenting for enrolment will receive positive consideration in line with DET policy.
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- Background information including academic performance, behaviour and health status will be sought from the previous school on all students seeking enrolment. The Principal may defer enrolment until enquiries are carried out and measures are in place to support the student.
- Appeals against the decision of the enrolment committee should be made in writing to the Principal. The purpose of an appeal is to determine whether the stated criteria have been applied fairly. Procedures to be followed are outlined in the DET document Responding to Suggestions, Complaints and Allegations 2001.

Evaluation

This policy will be evaluated as part of the school’s Strategic Plan for policy review.