

Students are enrolled at Killara Public School in accordance with the guidelines of the NSW Department of Education. This policy is to be read in conjunction with the DoE Enrolment of Students in NSW Government Schools located at www.det.nsw.edu.au.

Rationale

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 (DoE Enrolment of Students in NSW Government Schools p.5). This intake area has been determined following consultation between the Department of Education, Properties Directorate and Directors. Non-local enrolments will only be considered where a vacancy exists within the relevant grade. No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements.

Local Enrolment

A student is entitled to enrol at Killara Public School if:

- The child's home is situated within the designated intake area. Proof of residence is required to substantiate the application. The school requests that 100 points of identification, reflecting their address in the school's catchment area. Documentation must be in the parent/s name and documents will be confirmed by the school, photocopied and original documents returned. The current catchment areas for Department of Education schools can be found of <https://education.nsw.gov.au/school-finder>
- The child is eligible to attend school. Children may enrol at the beginning of Kindergarten if they turn five years of age on or before 31 July in that year. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.
- All parents enrolling children must produce proof of immunisation status.
- An interview with the principal or delegated executive member will be held with all new enrolments. A checklist form will be completed during the interview to determine any special needs including gifted and talented, EALD and funding support for students with a disability.

Killara Public School will continue to enrol students who live in the local intake area, regardless of the school's capacity status.

Non-local enrolments

Killara Public School must ensure that there are sufficient places for eligible local children. Where spare permanent accommodation exists, non-local placements must not generate demand for extra staff or buildings. Students who are already enrolled in Killara Public School and then move out of the catchment area will become 'out of area' enrolments, however their position at Killara Public School is still guaranteed. If the school is considered at capacity or within 10% of being at capacity, non-local applications for siblings of current students will not be guaranteed a place within Killara Public School, however will be given enrolment priority, where possible, strengthening protection for families.

Placement Panel

The Killara Public School Placement Panel consisting of an Assistant Principal and a parent nominated by the Parents and Citizens Association, has been established to consider applications for non-local enrolment. Only those applications presented in writing will be considered.

Criteria for Non-local enrolment

- (A) Acceptance of the enrolment will not create the need for additional staff or accommodation
- (B) If criterion (A) is met, the following could permit acceptance of an application:
- Special interests and abilities
 - Substantial student welfare reasons
 - Extreme compassionate circumstances
 - Extreme medical reasons
 - Other exceptional circumstances

The Placement Panel will record all decisions and maintain minutes of the meetings. These are to be made available on request to the Director. Parents are informed, in writing, of the panel's decision.

Appeals

Appeals are to be dealt with in the first instance by the school. The appeal should be made in writing to the Principal. If not resolved at the school level, the Principal will request the Director to consider the matter. The Director's determination will be based on whether the stated criteria in the school's policy have been fairly applied.