

GRAFTON PUBLIC SCHOOL

OUT OF ZONE ENROLMENT POLICY



Grafton Public School encompasses the following boundaries:

1. North – including sections of North St and all of Junction Hill (shared with Westlawn PS)
2. East – including sections of Berimba St
3. West – including sections of Milton St
4. South to the Clarence River

Grafton Public School will accept out of zone requests from any interested parents/carers. In the first instance the current school of the applicant will be contacted by GPS to clarify that they are aware of this application and ascertain if they have any issues/reservations or information with respect to this application. Once this initial information gathering stage is satisfactorily completed the enrolment process will commence whereby the parent/guardian will complete the Out Of Zone enrolment application form. This will then proceed to our Out of Zone Placement Committee which comprises of the Principal (or nominee), the Senior Administrative Manager and a Parent Representative (nominated by the P & C.). The school will acknowledge receipt of the application and the committee will consider and respond to each request within a 15 day working period, or by the end of each school term, whichever comes first. In the interim the applicant (student) is still required to attend the school at which he/she is enrolled.

The following criteria will be used in assessing each request:

1. Does the child have immediate siblings attending the school or who have attended the school?
2. Will this ensure the child's long term welfare and/or safety and supervision, before and after school?
3. Will this enrolment create travel problems for the pupil?
4. Are there any medical/access reasons for applying for this placement?
5. Is there a placement available within the grade or grades? (refer to NB below)
6. Is this an initial kindergarten enrolment?
7. Is this a move from a non – government school?
8. Is this a change of residence?(Supporting evidence supplied e.g leasing or internet agreement, rates)
9. Do the parents support our:
 - Achievement and Discipline policy? (on the school web page)
 - educational programs, philosophy, structure and organisation? (on the school web page)
 - Parent Code of Conduct? (on the school web page)
 - Uniform, attendance and welfare policies? (on the school web page)
10. Are there other circumstances or considerations that require reviewing? Is this application the result of a disagreement with another school with respect to the schools/states policy application? Has this been addressed/resolved with the principal?
11. Does this student have any history of:
 - Being suspended from/at another school (including pre-schools)?
 - Poor attendance?
 - Non-compliance and/or anti-social behavior that has infringed upon the safety of others?
12. Is this a request for access to the enrichment class program? Support Unit class?

N.B. Grafton Public School keeps an enrolment buffer of 2 pupil places in each class in the grade for anticipated local enrolments. Our school permanent building capacity is 730 pupils.

If placement is approved, the principal will contact the applicant (in writing) and inform the local school of the decision to accept this application. If placement is deemed unavailable, the applicant may request to be placed on a waiting list until a vacancy occurs.

Where a parent/guardian wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved at the local level the applicant may then appeal to the School Education Director who will consider the appeal and make a determination.

Will Randall

PRINCIPAL

April 2009

Reviewed: April 2011; August 2014; May 2015.