

Enrolment Procedures

Out of Zone Enrolment



Updated August 2019

Vision

To be a vibrant, innovative and dynamic learning community committed to fostering excellence within a rich and diverse learning environment through strong collaboration.

To provide a culture of respect, empathy and enrichment, by setting high expectation and providing quality educational experiences and opportunities that engage and motivate all students to learn, discover and analyse their knowledge to equip them to be active, creative and critical thinkers and informed citizens of the future.

Mandate

To create a learning culture and environment that is innovative, collaborative and student focused that will develop connections to learning to ensure we have creative, critical thinking students who are both highly literate and numerate.

Principles

* Collaborative and authentic learning communities
* Open, flexible, personalised and integrated learning through teams based approach
* Knowing, understanding and supporting students to develop capabilities to achieve their personal best
* Building a sustainable future.
* Creating an engaging, supportive and safe learning environment for students to thrive.

Preamble

Southern Cross Public School has an enrolment capacity of 545 students with a buffer of 5% of students, based on the school’s available permanent accommodation. High population growth owing to the development of housing estates and an annual mobility factor of around 3% combine to impact on the formation of classes and the establishment of effective buffers in each grade.

Within this context the following guidelines for enrolment have been established:

1. Children living within the **local boundary** area will be enrolled in accordance with the policy of the Department of Education.
2. Out of zone enrolments are required to provide necessary documentation prior to commencing
   * Copies of Immunisation and Birth Certificate
   * Two forms of residential address
3. Out of zone applications must be completed for the school to consider the enrolment and the applicant should present to their local school for consideration and approval.
4. The **boundary** of the local area is determined by the Department of Education and shown on the attached map. (Appendix 1 School Intake Zone Map)
5. Where boundaries for the local area of our school have changed and consequently local students are now residing out of the school zone and siblings are currently enrolled at the school – subsequent child/ren, despite being out of zone, will retain the right to enrol in the school, regardless of whether we are over our buffer or cap. This does not apply to child/ren currently enrolled in the school as an out of zone enrolment when the intake area changed.
6. Applications for **out of zone enrolments** will be considered by the Out of Zone Enrolment Panel when local enrolments have been taken and the **enrolment cap and buffer of the school has not been reached**. The Panel will consist of the following:
   * Executive staff, as the chairperson (not the Principal)
   * Tchool Execuite (not the principal)wingessments. ificnderstanding that the person intends to reside there during the school yeaeacher representative/s
   * School community member/s
   * and may include an independent person, not associated with the school

Parents/carers will be notified in writing of the Panel’s decision.

The panel will confirm they have no conflicting interests’ when considering applications. The panel will record all decisions and keep minutes of the meetings. The chairperson will ensure the below criteria is established equitably to all applicants. Parents/caregivers may request a written explanation of the decision of the panel.

In addition to the buffer, the school will only accommodate non-local enrolments into classes/year groups with available places (except for enrolments that commence at the beginning of the school year).

1. Criteria for selecting **out of zone enrolment applicants** may be made on the following prioritised criteria:

* Sibling/s already enrolled at the school
* Safety and supervision of the student before and after school.
* Proximity and access to the school.
* Compassionate circumstances
* Structure and organisation of the school
* Special interests that could be met at our school
* Continuity of schooling, within that scholastic year, where a family has left our school and later returns to the district but not within the enrolment zone.

**Criteria other than the above will be considered only in exceptional circumstances.**

If within one of these divisions only some of the applicants can be accommodated, the date the enrolment form was received by the school will be the deciding factor with priority being given to the earlier date the application is received by the school. Special consideration outside of these guidelines must be put in writing at the time the application form is presented to the school.

If the school is **at capacity**, it will not accept out of zone enrolments unless there are exceptional circumstances.

**Waiting lists** will be determined by the panel for out of zone applicants who are not offered enrolments and will remain current for that school year. Parents will be advised if their child is to be placed on a waiting list. The length of the waiting list will reflect realistic vacancies.

**Appeals on decisions of unsuccessful out of zone enrolment** should be made in writing to the Principal and set out the grounds for appeal. The purpose of an appeal is to determine if procedural fairness has taken place and that the stated criteria has been applied evenly. If not resolved at the local level appeals may be referred to the Director to make a determination.

**Appendix 1 – School Intake Zone Map**



