

WINDALE PUBLIC SCHOOL

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APPLICATION FOR OUT OF ZONE ENROLMENT AT WINDALE PUBLIC SCHOOL

Children are entitled to be enrolled at the Public School they live in zone for and the school that is designated as their local school. Children are considered an 'In Zone Enrolment' if they live within the intake zone of the school. Children who live outside the intake zone of the school are considered as a 'Non-Local Enrolment'.



Intake area for Windale Public School

<https://education.nsw.gov.au/school-finder/index>

Enrolment Ceiling

Every NSW Public School is required to determine their school enrolment ceiling annually. The enrolment ceiling is based upon the total permanent teaching spaces and their usage. Demountable teaching spaces are not considered for determining the enrolment ceiling. Windale Public School has 18 permanent teaching spaces of which fourteen are available for class establishment. One teaching space is designated for Milabah Schools as Community Centre (SaCC), one teaching space is designated for a Departmental Preschool and two teaching spaces are designated for Regional Emotional Disturbance Classes.

Class	Number	Capacity	Total	Buffer
Kindergarten	1	20	19	2
Year K-1	1	20	21	2
Year 1-2	2	44	41	3
Year 2-3	1	24	21	2
Year 3-4	1	30	24	3
Year 4-5	1	30	21	3
Year 5-6	2	60	40	5
Total	9 Mainstream Classes	228 students	187 students	20 students

Enrolment Buffer

To ensure that all students within the school intake area can be catered for, each school is required to identify a buffer that is reserved for children within the intake zone based upon historical enrolment data and anticipated enrolments. Windale Public School has an enrolment buffer of 20 positions that are reserved for In Zone Enrolments. This leaves a total of 208 enrolment positions available beneath the buffer. If a non-local position is available, but the acceptance of a non-local enrolment would require the reorganisation or restructure of classes, the position will not be offered.

Application for Non-Local Enrolment

Parents may seek to enrol their child in the school of their choice. Non-local students may only be accepted when the enrolment buffer is not in force and their enrolment into a particular class does not take class numbers over the recommended allocation.

In cases where the demand for non-local places exceeds availability, the school will establish a Placement Panel, made up of a community representative, teacher(s), and the principal in order to make recommendations on enrolment. The Placement Panel will consider only written enrolment information provided by each non-local applicant for enrolment.

The Windale Public School Placement Panel will consider the following criteria to support non-local applications; however, the following criteria are not a guarantee for non-local placement.

- Siblings already enrolled at the school
- Proximity and access to the school
- Medical reasons
- Safety and supervision of the student before and after school
- Special interest and abilities
- Compassionate circumstances
- Structure and organisation of the school

Waiting lists may be established for non-local students. Parents and carers will be advised in writing of their child's position on the waiting list. Waiting list positions remain active for a period of 12 months, after which time the student's name is removed and a new application will be required.

Parents seeking a non-local placement must apply direct to the principal. The principal may ask for documentation confirming the place of residence of the applicant. Application is by way of completing the *Application for Out of Zone Enrolment* form together with an [Enrolment form](#).

The principal will communicate with the principal of the applicant's current school where applicable. If there is a place available and the applicant clearly meets the criteria to support a non-local application, then the principal may either immediately offer enrolment or hold the application for due consideration by a placement panel. If a non-local place is not available, the principal will place the application on a waiting list for further consideration if a position becomes available. Priority on the waiting list will be by chronological order unless there are exceptional circumstances or Placement Panel decisions are in effect. Applications will not be accepted more than twelve months prior to the proposed date of enrolment. No application will be discriminated against on the grounds of gender, age, race, religion, ethnicity, disability, sexual preference or marital status.

Appeals

Parents and carers may make appeals against the decisions regarding non-local placement, in writing, to the principal. The principal will seek to resolve the matter. If the matter is not resolved at the local level, the Director, Educational Leadership, Glenrock Network, Regional North Operational Directorate, will be asked to consider the appeal and make a determination.

High School Enrolment

Parents residing in Hunter Sports High School's local area are to consider Hunter Sports High School as where their children are guaranteed enrolment. A Year 6 student who resides in the drawing area of another high school can only be guaranteed a place in that school. Applications to a High School for non-local enrolment are dealt with according to the processes in place for the individual High School.



Intake area for Hunter Sports High School

<https://education.nsw.gov.au/school-finder/index>

