



Fennell Bay Public School Enrolment Procedures

Introduction

Any child between the ages of six and seventeen is required to be enrolled at a government, registered non-government school or training, and is to attend each day that instruction is provided or to be registered for home schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

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. Fennell Bay's Public School's intake area is determined by the NSW Department of Education (Please see map attached)

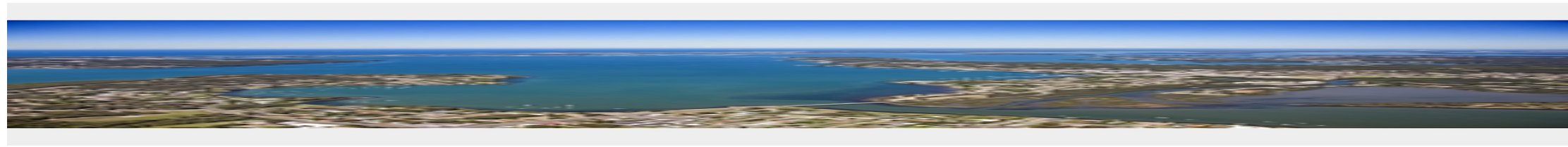
Enrolment Ceiling & Buffer

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. Fennell Bay Public School has 13 permanent teaching spaces.

Total Teaching Spaces	10 (mainstream)
	3 (support unit)

All schools must establish an enrolment ceiling based on available permanent accommodation.

The enrolment ceiling for Fennell Bay Public School is **262**.





Mainstream

Class Description	Capacity (students)	Number of classes	Total
K/1	20	1	20
1/2	22	1	22
2/3	24	1	24
3/4	30	1	30
4/5	30	1	30
5/6	30	1	30
		6	156

Support unit

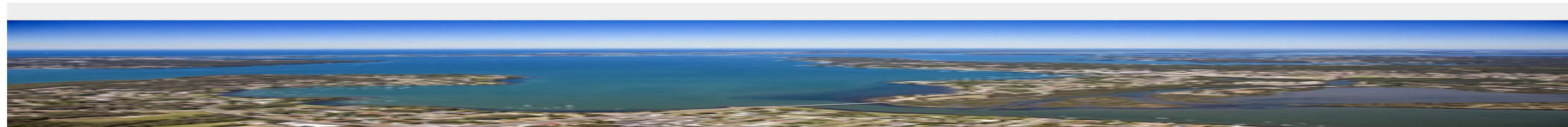
Class Description	Capacity (students)	Number of classes	Total
MC	10	2	20
IM	18	1	18
		3	38

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.

Fennell Bay Public School has an enrolment buffer of 15 positions that is reserved for In Zone Enrolments. This leaves a total of 210 enrolment positions available beneath the buffer.

This indicates that the school will not accept non-local placement of students upon reaching an enrolment of **247** students.

Current enrolment at Fennell Bay Public School in 2019 is **178** students.





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 exceed the maximum size for that grade.

In cases where the demand for non-local places exceeds availability, the school will establish a Placement Panel, made up of parent representative and staff representative to make a recommendation to the principal on enrolment. The Placement Panel will consider only written enrolment information provided by each non-local applicant for enrolment.

The Placement Panel will consider the following criteria to support non-local applications:

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

Waiting lists may be established for non-local students. Parents will be advised in writing of their child's position on the waiting list. Waiting lists will be in force for the current school year only.

Appeals

Parents may make appeals against the decision of the Placement Panel, 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, Lake Macquarie West Network, will be asked to consider the appeal and make a determination.

General information on enrolment

- Children who will attain the age of five years, prior to 1st August in a particular year, may be enrolled at school at the beginning of that school year. Children who are five after 31st July must await enrolment until the beginning of the following year.
- Evidence of age for each Kindergarten child is required before enrolment may take place. This requirement may be satisfied by the production of the original Birth Certificate.
- All appropriate records can then be requested from the child's previous Government school.



Fennell Bay Public School

School Zone Map

