Manly Village Public School

Enrolment Policy

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**General Principles Governing Enrolment**

* Student enrolment at Manly Village Public School is managed in accordance with the NSW Department of Education and Communities Policy: *Enrolment of Students in Government Schools (August 1997)*

* A student is considered to be enrolled at Manly Village Public School when he or she is placed on the enrolment register.

* A student should be enrolled in one school only at any given time.

* 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.

* All students are required to be turning 5 by the 31 July that year to be eligible to enrol in Kindergarten at MVPS.

**Local Enrolment**

Our designated local enrolment area is determined by the Department of Education and Communities and shown on maps in the school office and on our school website manlyvill-p.schools.nsw.edu.au. Your child is eligible to enrol at the school if your child’s principal place of residence is within the designated local enrolment area.

The school will seek evidence demonstrating local resident status through the provision of 3 current original documents. These are:

- Property ownership or tenancy documents in the name of the applicant’s parent eg: rate notice or tenancy agreement.

- Utility account statements (water, electricity, telephone, gas) displaying the name and local address of the applicant’s parent. Property owners must include a recent Sydney Water account in the name of the parent.

For students entering Kindergarten the principal place of residence must be re-confirmed at the commencement of the school year prior to the child’s first day of attendance. An original and current utilities or services bill must be presented to the school.

If your child’s principal place of residence changes at any time after your child commences school, you MUST notify the school immediately so that school records remain accurate.

**Siblings of students no longer currently living in the area will have to make an application as a non local. Offers of enrolment to non local applicants may only be made when places are available.**

Visa status on non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).
Non Local Enrolment

A non local enrolment is a student whose permanent residence is beyond the designated local enrolment area. Guidelines for non local enrolment applications have been determined by the School’s Enrolment Committee. In accordance with the Department’s principles, the following guidelines will apply:

- School boundaries will be **STRICTLY** observed, and no students from outside the designated local area (‘non local students’) will be enrolled, unless they are offered a place in accordance with this Policy.

The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation. Manly Village Public School has established an enrolment ceiling, based on permanent accommodation.

Within the enrolment ceiling, a buffer is determined annually to accommodate local students that arrive throughout the year. This buffer is based on historical data, on enrolment fluctuations and on the number of families moving into and out of the area.

Non local students will be asked to submit applications for non local enrolment. Applications received will be placed on a waiting list. **Applicants must be advised that there is no guarantee that any non local enrolments will be offered.**

An **Enrolment Committee** is established to consider non local enrolment applications, comprising the Principal, one other staff member and a member of the school community nominated by the school’s P&C organisation. The panel is chaired by the principal. If the principal determines that non local places will be offered, the Enrolment Committee will make recommendations to the Principal as to which ‘non local’ student(s) should be offered a place, based on fair application of the criteria below.

- Siblings of current students
- Structure and organisation of the school
- Proximity and access to the school
- Compassionate circumstances

It is unlikely that a final decision will be reached until Term 4.

Where a parent 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 Director of Schools will consider the appeal and make a determination. The purpose of the appeal is to be determined whether the stated criteria have been applied fairly.