



## **Enrolment Policy Implementation – Non-local Enrolments**

### **Department of Education Policy**

Liverpool Public School follows the [Enrolment of Students in NSW Government Schools](#) policy.

### **Entitlement to enrol**

Students are entitled to enrol at Liverpool Public School if their home is within the school's intake area. Parents and carers can use the [school finder tool](#) to determine if their home is in the school's intake area.

Temporary residents may enrol if the school can accommodate the enrolment. If the enrolment cap has been exceeded, temporary residents will be referred to the nearest school with capacity to accommodate.

Non-local enrolments do not have an entitlement to enrol at Liverpool Public School. Non-local enrolments may be considered where spaces are available within the process outlined in this document or under exceptional circumstances as deemed by the placement panel.

### **Enrolment cap**

The Department of Education sets the enrolment cap for Liverpool Public School based on available permanent accommodation.

The enrolment cap at Liverpool Public School is 647.

### **Local enrolment buffer**

Liverpool Public School has a local enrolment buffer to ensure there are sufficient places for local enrolments during the school year. The local enrolment buffer is reviewed annually.

In 2020 the local enrolment buffer at Liverpool Public School is 40.

Places in the local enrolment buffer will not be offered to non-local students except in the case of exceptional circumstances.

### **Non-local enrolment applications**

Non-local enrolment applications are only considered when the number of students enrolled at Liverpool Public School is below the set local enrolment buffer or under exceptional circumstances as deemed by the placement panel.

Should Liverpool Public School not reach the local enrolment buffer, except for enrolments at the commencement of the school year, the school will only accommodate non-local enrolments into classes with available places.

All non-local enrolments are to complete the [Application to enrol in a NSW Government school](#) and [non-local enrolment application form](#).

## **Enrolment panel**

Liverpool Public School has an enrolment panel to consider non-local enrolment.

The panel consists of a member of the school executive, a teaching staff member and a school community member.

The member of the school executive will be the chairperson.

## **Frequency of enrolment panel meetings**

The enrolment panel will meet as required and within two weeks of receiving an application for non-local enrolment.

If the enrolment cap has been exceeded, the panel need not meet and non-local enrolment applications will be declined.

## **Criteria for non-local enrolment**

Non-local applications are considered based on the following criteria. The criteria are listed in order of priority:

1. siblings already enrolled at the school
2. medical reasons
3. compassionate circumstances
4. proximity and access to school
5. other circumstances as identified by the applicant

## **Waiting list**

Liverpool Public School will maintain a waiting list as required. If the enrolment cap is exceeded, no waiting list will be maintained.

A maximum of five students in any one year group will be kept on the waiting list. The waiting list will be recorded in order of receipt of applications for non-local enrolment.

Waiting lists are current for one year only.

## **Informing parents and carers of decisions**

Parents and carers will be advised of the outcome in writing. Where applicable, parents and carers will be advised if their child is on the waiting list.

## **Appeals**

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds for appeal. Parents and carers will be advised of the outcome in writing.

If the matter is not resolved at school level, the final level of appeal is the Director, Educational Leadership Liverpool Network.