



# MULLUMBIMBY PUBLIC SCHOOL

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Principal: Mr David Lees

## Enrolment Policy

Updated 2018

This policy provides information for the Mullumbimby Public School (MPS) community and direction for school personnel on the entitlements, requirements and procedures for the enrolment of students at Mullumbimby Public School. Information is underpinned from the Department of Education (DoE) Enrolment Policy.

### General Principles:

- A student is considered enrolled at Mullumbimby Public School when he is she is placed on the MPS admission register.
- A student can only be enrolled at one school 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.
- Parents may seek to enrol children in Kindergarten if they turn five years of age on or before 31 July in that year.
- Documentation providing proof of age, such as birth certificate or passport is required on enrolment. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.

### Current situation:

MPS currently has 11 permanent classrooms. Based on the school's available permanent mainstream accommodation there is an enrolment ceiling of **286 students**. This is determined at 11 classrooms at an average of 26 students. To allow placement of local students a buffer of 2 students per grade has been established. This means that no non local enrolments can be accepted when enrolments reach **264**.

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. The **boundary** of the local area is determined by the Department of Education, and shown on the attached map.
3. Applications for **non-local enrolment** will be considered when local enrolments have been taken and the open ceiling of the school has not been reached, **ie under 264**.
4. Criteria for selecting **non-local applicants** will be made in the following order:
  - Sibling/s already enrolled at the school
  - Safety and supervision of the student before and after school.
  - School can offer a requested program that the local school cannot e.g band
  - Proximity and access to the school.
  - Sibling/s who attended the school previously

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.

5. **Waiting lists** will be established for non-local applicants and will remain current for that school year. Parents will be advised if their child is to be placed on a waiting list.
6. **Appeals** should be made in writing to the Principal who will convene a placement panel consisting of the Principal, a staff representative and P&C member elected by the P&C. If not resolved at the local level appeals may be referred to the Director, PSNSW to make a determination.