



# Teven-Tintenbar Public School

## Enrolment Procedures

<b>OUR PURPOSE</b>	
Teven-Tintenbar Public School is part of the NSW government school system and exists to provide high quality education to all school-age children. Children who are aged 5 before the 31 July may enrol in primary school.	
<b>DoE Policy</b>	<b>School Procedures</b>
Every child is 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	The school expects to enrol all local children within a framework of the expressed desires of parents and caregivers.
The enrolment of children will be in the context of the child's best interests and non-discriminatory criteria.	In order to ensure enrolling students' needs are established, a meeting prior to enrolment must occur.
All non-local students wishing to enrol will be directed to their local school. The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation Parents provide proof of residential address to support applications for local enrolment.	The primary acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation. Other considerations may include: <ul style="list-style-type: none"> <li>• availability of vacancies in grades;</li> <li>• urgent family circumstances;</li> <li>• other special circumstances:</li> <li>• proximity and access to the school;</li> <li>• siblings of current students;</li> <li>• special interests and abilities;</li> <li>• order of receipt of application.</li> </ul>
Schools are required to establish an Enrolment Ceiling. The Enrolment Ceiling is the maximum number of students able to enrol based on available permanent accommodation. Anticipated local demand and permanent classroom accommodation are the key factors in determining enrolment levels.	Current accommodation necessitates: an enrolment ceiling of 180 students or 7 classes; a 10% buffer to cater for local enrolments; no non-local places offered after enrolments pass 162, unless particular urgent circumstances apply and there is no potential impact on class structure.