K-6 Enrolment Procedures: Non-Local Enrolment

At Hillsborough Public School demand for non-local placement can sometimes exceed availability. A placement panel has been established to consider and make recommendations on all non-local placement applications. The panel consists of the Principal, a school representative and a parent representative. Only information provided on the non-local application form will be considered by the panel.

A waiting list will be established for non-local students and parents will be advised if their child is placed on the list and their position on that list.

Any parent wishing to appeal against the placement panel’s decision should do so by writing to the Principal who will endeavour to resolve the matter. The purpose of the appeal is to determine whether the stated criteria have been applied.

Criteria for Non-Local Enrolment

Criteria includes these factors in priority order:
1. Students who have siblings currently enrolled at Hillsborough Public School
2. Students who have documented medical reasons supporting a non-local enrolment
3. Students who have before / after school safety and supervision concerns
4. Students who have compassionate reasons accepted by the placement panel [this may include having siblings enrolled at Newcastle Junior School- an SSP that adjoins our school site]

Providing that:
   a) The school’s enrolment ceiling is not breached; and
   b) The school’s enrolment buffer is not breached; and
   c) The safety, well-being and supervision of the student whilst travelling, and before and after school can be reasonably assured in the opinion of the placement panel; and
   d) The enrolment of the student does not disrupt the organisation of classes after the commencement of the school year

When the number of requests for non-local enrolment exceeds the number of available places, non-local students will be accepted in the priority order of categories 1 to 4 and in the order of their application date. Applicants for non-local placement for whom no position is available, will be placed on the waiting list in the priority of 1 to 4 above.

Ongoing applicants for non-local enrolment during the year for whom no position is available, will be considered by the panel on ‘as-needed’ basis and the waiting list updated accordingly. However, ongoing applicants for non-local enrolment who are accepted by the placement panel as satisfying criteria 1 or 2 will retain their place at the top of the waiting list.