

Essendon Primary School No. 483



**Essendon Primary School
~ Enrolment Policy ~
'Follow the Gleam'**

Policy Date: October 2015

Next Revision: October 2019

PURPOSE

All children enrolling at Essendon Primary School are entitled to a smooth transition into their early educational environment. At Essendon Primary School we strive to ensure that all children become an integral part of our school community with minimum disruption coupled with maximum support.

Essendon Primary School has a responsibility to enrol all children for whom the school is the nearest to their permanent residential address.

We believe that the placement of an enrolment ceiling at Essendon Primary School enables the maximisation of learning and recreational facilities whilst continuing to maintain a safe school environment.

AIM:

It is important that we manage the school enrolment process to ensure that student enrolments do not exceed the upper limit of students.

In order to do this we aim to:

- Provide an efficient and streamlined process of enrolment that satisfies the needs of students, staff and the broader Essendon Primary School community
- Continue to provide sufficient teaching and recreational facilities for all children and to apply the agreed policy guidelines to ensure a fair and equitable process for all enrolment applications

ELIGIBILITY

To be eligible for enrolment, a child must have had his/her fifth birthday by April 30 in the year in which he/she commences school.

For children whose birthday falls post April 30 in the year in which he/she commences school, the application must first be approved by the Department of Education before the application can be considered by the school.

ENROLMENT PRIORITIES

As deemed by the Department of Education and endorsed by the Essendon Primary School Council, the enrolment limit at Essendon Primary School is **475** students.

Where there are insufficient places at any year level for students who seek entry, the following priority is used to determine which students will be enrolled:

1. Essendon Primary school has an obligation to enrol children to which the school is the nearest. Our priority must be to students for whom Essendon Primary School is the closest school (by straight line radius from the school¹) to their permanent residential address or in the neighbourhood zone.

(Refer to Appendix I as a guide to catchment zone boundaries)

2. Students with siblings who will be concurrently attending Essendon Primary School;
3. Children of current Essendon Primary School staff.

¹ Refer Diagram 1 for visual interpretation of straight line radius

4. Students in order of closeness of their home to Essendon Primary (by straight line radius from the school administration office).

IMPLEMENTATION:

- An *'Expression of Interest to Enrol'* will be established, based on the above criteria.
- Families with prospective enrolment/s will be given a copy of this policy as part of their normal enrolment process.
- On making application for an enrolment, families will need to firstly fulfil the above enrolment criteria.
- Enrolment applications will be accepted for all prospective students from the start of Term 2 in the year preceding the actual enrolment.
- Letters confirming each child's actual enrolment status will be sent in the first two weeks of October each year.
- Where applicant numbers exceed available places proof of permanent residence will be required before enrolment can be finalised. (Eg. rates notice, rental agreement, gas/electricity bill or a contract of sale/occupancy).

It is the Principal who will be responsible for overseeing the implementation and administration of this policy.

EVALUATION:

The request for an enrolment ceiling will be reviewed by the School Council as part of the 4 year cycle.

APPENDIX 1 – School Catchment Zone

