

## **Sunshine Heights Primary School Enrolment Policy**

### **Current status (to be read in conjunction with the policy – see below):**

*Sunshine Heights Primary School is currently under significant enrolment pressure and consequently will give preference in enrolment to students residing in our boundaries and siblings (see below for more information) as determined by DET. We have an additional set of principles and procedures for students enrolling from outside of our boundaries.*

### **The process for enrolment at Sunshine Heights Primary School for 2018 include:**

- All students will be enrolled for whom the school is the designated neighborhood Government school. Refer to map.
- All students with a sibling that is currently enrolled and lives at the same permanent address.

### **The process that we will be following for families that do not live in the designated neighborhood boundary or do not have a sibling at the same address includes**

- Students will be placed on a waiting list.
- The selection of students will be made based on the order of closeness from their home to the school.
- We will endeavor to communicate available spaces by the end of October to allow the students to participate in the transition program. It is important to note that we also need to keep spaces open for late enrolments of students that live in the designated boundary or have siblings.
- Note: Families must provide proof of residential address including a current rates notice, proof of residential purchase documentation, driver's license, two current utility bills, and/or rental agreements. A statutory declaration may form part of this documentation. Addresses provided may be checked on the electoral roll.

Please contact the school if you have any questions or if you are interested in enrolling in 2018.

### **Purpose of the School Enrolment and Placement Policy:**

To ensure students have access to their designated neighborhood Government school and the freedom to choose other schools subject to facility limitations and equitable, consistent, transparent and accountable application of placement criteria. As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements.

A school's enrolment capacity is the number of students that can be accommodated within the school's grounds, facilities and infrastructure as determined by the Regional Director. Enrolment capacity is subject to change. In determining an individual school's enrolment capacity, a range of factors are considered by the department including maximisation of effective use of teaching learning and ancillary spaces.

### **Implementation of the policy:**

The enrolment policy of the school will take into account all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation. It will be an inclusive school and it will provide programs for all enrollees. A Disability and Impairment Program will cater for students who have special learning needs.

An eligible child of compulsory school age is entitled to be enrolled at his or her designated Government school. A child may enrol at a Government school that is not their designated Government school if there is sufficient accommodation for the child at the school.

The Regional Director has the authority to effect placement of students and determine the enrolment capacity of Government Schools.

The Regional Director may approve a change to an enrolment boundary due to pressure on enrolment capacity.

The priority order of placement as set out below will be applied:

- **When the number of enrolment applications exceeds the number of places available and enrolment capacity has been reached students will be enrolled in the following priority order:**
  1. *Students for whom the school is the designated neighborhood Government school. Refer to map.*
  2. *Students with a sibling at the same permanent address who are attending the school at the same time.*
  3. *All other students in order of closeness of their home to the school.*
  4. *In exceptional circumstances, students who can demonstrate compassionate grounds.*

#### **Definitions:**

A **neighborhood boundary** shows the relationship between schools and defines the geographic area/neighborhood served by each school.

A **designated neighborhood Government school** is the school that is nearest the students' permanent residence, unless the Regional Director:

- needs to restrict new enrolments at the school due to pressure on enrolment capacity; and therefore
- has designated a neighborhood zone for the school

**Designated neighborhood zone** is the geographic area served by a school after the Regional Director has approved a change to the enrolment boundary due to pressure on enrolment capacity.

#### **Review of policy and enrolment procedures:**

An enrolment register will be maintained.

The enrolment register will be kept up to date by a dedicated member of the school office staff.

Changes to the register will be done regularly to reflect current student numbers and movement of students into and out of the school.

**This policy was ratified by School Council in 2016**  
**Policy Reviewed 30<sup>th</sup> June 2017**  
**To be Reviewed June 2018**