



Nar Nar Goon Primary School

ENROLMENT MANAGEMENT POLICY AND PROCEDURES

PURPOSE

The Enrolment Management Policy has been developed to provide information on our procedures in relation to enrolment. While the school follows DET guidelines as set out in the ***School Policy & Advisory Guide (Admission)***, Nar Nar Goon Primary School also has a designated neighbourhood boundary which sets specific guidelines for families outside of the neighbourhood area.

Our school zone is available on findmyschool.vic.gov.au. www.findmyschool.vic.gov.au hosts the most up-to-date information about Victorian school zones for 2020 onwards.

Students residing in this zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address.

The Department provides guidance through the School [Placement Policy](#) to ensure that students have access to their designated neighbourhood school and the freedom to choose other schools, subject to facility limitations.

You can find more information and answers to frequently asked questions on the Department's website under [School zones](#)

GOALS

- To provide clear guidelines for those families seeking enrolment at Nar Nar Goon Primary School
- To provide an equitable and transparent process for enrolment
- To provide an efficient process of enrolment that can be clearly communicated and understood
- To provide the school with a degree of management control given constraints in relation to the limited size of the school grounds and future growth

IMPLEMENTATION

DET Guidelines

- Students enrolling at Nar Nar Goon Primary School will be required to provide proof of age and an immunisation certificate. For children transferring from another school this will need to be provided during the transfer process
- A child who is less than the minimum age of entry for Victorian school but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided
- Parents seeking early age entry for their children must make a written application to the Regional Director (South East Metropolitan Region)
- All enrolments will require the completion of the DET Confidential Student Information Enrolment Form with details entered in the school's administrative database – CASES21.

Nar Nar Goon Primary School Guidelines

Nar Nar Goon Primary School has a designated 'Neighbourhood Boundary'.

<https://www.findmyschool.vic.gov.au/>

This enables the school to manage enrolments according to the accommodation problems that unrestricted enrolments from outside the neighbourhood boundary could cause. In order to enrol, new families must verify their residence within our designated neighbourhood zone. Evidence of address from new families could include a current utilities bill, rental contract or drivers licence.

The implementation of this enrolment management policy entails a specific order of priority for all enrolments. This order is:

- A. Students residing within the designated neighbourhood area as defined on the schools neighbourhood boundary map
- B. Students residing at the same address as an older sibling who is attending the school
- C. All other students from outside the designated neighbourhood boundary area.

Parents of students who reside outside the neighbourhood boundary are requested to meet with the Principal to discuss their child's enrolment. The Principal will then make a decision for enrolment based on the following criteria:

- That the class the child is entering does not exceed department recommendations at the time of enrolment,
- That the maximum school enrolment for the current facilities has not been reached,
- That the individual needs of the student can be met.

Foundation Enrolment Timelines and Procedures

Personal Interviews and School Tours will be available for all interested and prospective parents. School Information and Enrolment packs will be available from March and distributed to families and those who have previously expressed interest in attending our school.

Enrolments will be accepted for:

- Students living in the designated neighbourhood area,
- Students outside the neighbourhood area but who have a sibling attending the school.

May

- The Principal will verify the level of actual enrolment, and likely enrolment from children in categories A and B above,
- A decision on the capacity for further enrolments, and the number of enrolments, will be made taking into consideration accommodation availability,

If enrolments are to be accepted from students outside the neighbourhood area the following will occur.

June-December

1. Parents of students living outside the neighbourhood area will be notified that enrolment places are available, (**Attachment 1.- 'Notification To Apply for Enrolment for Out of Neighbourhood Area' letter**)
2. Parents will be invited to attend an Interview and Tour of the school if they have not already done so,
3. Enrolments will be accepted in order of receipt up to the number of places available,
4. Enrolment will be confirmed when the DET Confidential Student Information Enrolment Form, birth certificate and immunisation status certificate have been received by the school,
5. The school will confirm enrolment to families by letter, (**Attachment 2. - 'Notification of Acceptance for Enrolment' letter**)
6. A waiting list will be created where enrolments exceed places. Families in this group will be notified in the event this occurs, (**Attachment 3. - 'Notification Of Placement on Waiting List for Out of Neighbourhood Area' letter**)
7. Parents will be notified when, and if, a place becomes available.

October-December

The Principal will review enrolments and ascertain, subject to recommended DET grade composition guidelines, whether further enrolments can be accepted,

- If further enrolments can be accepted the Principal shall offer these to families in order on the Waiting List up to the number of places available,
- Enrolments will be accepted in order of receipt up to the number of places available,

EVALUATION

- The Principal will regularly report to School Council on current trends and future enrolment predictions,
- The Principal and Business Manager will monitor and record enquiries for enrolment at Nar Nar Goon Primary School,
- The Principal and Business Manager will discuss with families the effectiveness of school information available,
- The Principal and Business Manager in conjunction with the Transition Coordinator will liaise with local kindergartens for feedback on a range of issues including the effectiveness of Nar Nar Goon Primary School's communication, information and transition processes,
- The South East Metropolitan Region of DET will review the Neighbourhood Boundary on a regular basis.

This Policy was ratified by School Council – August 2019

Related Documents

- (1) Notification to Apply for Enrolment for Out of Neighbourhood Area
- (2) Notification of Acceptance for Enrolment
- (3) Placement on Waiting List for Out of Neighbourhood Area