

Cairnlea Park Primary School	200 School Management	Date: March 2015
Policy Manual	209 Enrolment Policy	

### **Rationale:**

Cairnlea Park Primary School recognises as its prime obligation the provision of access to an appropriate educational service for students resident within Cairnlea.

Due to enrolment capacity and growth, Cairnlea Park Primary School may be unable to meet this obligation in future, unless action is taken now to manage enrolment.

This plan sets out the conditions under which students may be enrolled into Cairnlea Park Primary School.

### **Implementation:**

- As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements.
- The school is a school without a zone but with boundaries which are determined by a Cairnlea address.
- The school currently has the capacity to enrol up to 900 students in 38 classrooms.
- All students who reside within Cairnlea, or are siblings of students already enrolled at the school are eligible for enrolment in the educational program offered by the school.
- The Principal will hold places for:
  - students who relocate to within Cairnlea throughout the school year
  - siblings of students already attending the school.
- Enrolment of students from outside the local catchment area will be managed to ensure that the total current and forecast enrolments do not exceed the school's current built capacity and where applicable will ensure there is an even spread of students across year levels or class groupings.
- The number of students entering the Prep year in any given year is not to exceed 129 students in 6 classrooms unless there are more than 129 students enrolling from within the catchment area.
- Students who reside outside Cairnlea who apply for enrolment at the school in Foundation Year (Prep) will be put on a waiting list in order of receipt of application, if enrolment has reached capacity.
- Parents who wish to enrol their child/ren at Cairnlea Park Primary School, will need to demonstrate that the child/ren to be enrolled, reside within Cairnlea. Current proof of residency at the address indicated can be provided by way of one of each of the following:
  - One primary source – a current lease agreement, rates notice or driver's license, or unconditional sale agreement and
  - One secondary source – a utility bill (e.g. electricity or gas) showing the same address.
- If a student is living with a friend or a relative, evidence is required showing that the friend or relative is the student's legal guardian – this must include a Parenting Order from the family court showing that the friend or relative is the student's full-time carer.
- Applications for admission into Foundation Year (Prep) will be accepted each year from the 2<sup>nd</sup> week of second term for enrolment to commence from the beginning of Term 1 the following year.
- Applications will remain current only for the year of submission.

### **Evaluation:**

The strategies included in this document will be reviewed every four years, or as required by Department of Education and Early Childhood as a part of the program evaluation process at Cairnlea Park Primary School.

*This policy was last ratified by school council in March 2015*