



Enrolment policy

Rationale

Tooradin Primary School has a designated school zone and an enrolment capping which has been approved by the Department of Education and Training.

Aim

- To provide clear guidelines for those families seeking enrolment at Tooradin 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, availability of reticulated services and future growth.

Scope

This policy applies to the enrolment of all students at Tooradin Primary School.

Implementation

- Students enrolling at Tooradin Primary School will be required to provide proof of age (birth certificate) and an Immunisation Certificate.
- Tooradin Primary School has a zone, which has been specified by the Department of Education and Training (DET). The zone forms part of this policy.
- Where there are insufficient places at Tooradin Primary School for students who seek entry, students will be enrolled in the following priority order:
 1. Children for whom the school is their designated neighbourhood school;
 2. Children residing within the zone as defined on the Find My School website <https://www.findmyschool.vic.gov.au/>
 3. Children with a sibling at the same permanent address who is currently attending the school;
 4. Children of staff currently employed by the school; and
 5. All other children from outside the designated zone.
- Where new families claim that they are within our zone they may be asked to verify their residence. Evidence of address could include a current utilities bill, rental contract or driver's licence.

Students in Grades 1 to 6

- Parents of students who reside outside the zone must meet with the Principal or their nominee to discuss their child's enrolment. The Principal will then make a decision for enrolment based on the following criteria:
 - * That there is capacity in the year level the child is entering, having regard to the existing needs of the students in that cohort;
 - * That the maximum school enrolment for the current facilities has not been reached



TOORADIN PRIMARY SCHOOL



* That the individual needs of the student can be met.

- The Principal or their nominee may contact the Principal (or their nominee/s) of previous schools the student has attended to discuss the circumstances of the transfer and to discuss any academic or behavioural matters.
- Students will be allocated to classes according to a combination of class size and student need.

Foundation

- The school will use an 'Expression of Interest' process to sequentially record a parent's interest in having their child attend Tooradin Primary School. This will become the 'Waiting List'.
- In February, the school will seek enrolments from students living in the zone and for any students outside the zone but have a sibling already attending the school.
- Once numbers for the following year are determined, and where there is spare capacity identified, the school will begin contacting families on the 'Waiting List' in order of their 'Expression of Interest'.
- These families will be offered a School Tour, and at the conclusion of the Tour, will be given an Enrolment Form for completion if they would still like their child to attend Tooradin Primary School the following year.
- The school will regularly monitor numbers and will continue the process described above until such time as there is no spare capacity.

References

- School Policy and Advisory Guide

* Enrolment

* Placement

Evaluation

This policy will be reviewed every four (4) years or as deemed necessary.

Ratified

This policy was ratified by School Council on June 2019.