

ENROLMENT POLICY

PURPOSE:-

To ensure Ashby Primary School provides enrolment access for students who reside within its community as defined by the Department's closest school boundaries.

To set out the conditions under which students may be enrolled into Ashby Primary School to avoid the school exceeding its capacity.

GUIDELINES:-

Designated Neighbourhood Area

- The school's capacity to enrol students is dependent upon the accommodation on its site calculated in accordance with the relevant Department Facilities Schedule.
- The designated neighbourhood area is based on distance from other schools.
- All students who reside within the designated neighbourhood area are eligible for enrolment at 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 accommodation capacity.

IMPLEMENTATION:-

Enrolment Criteria

When the number of enrolment applications exceeds the number of places available at a school, students are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood Government school.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Students seeking enrolment on specific curriculum grounds (only applies to senior secondary programs and select entry schools only).
4. Where the Regional Director has restricted the enrolment, students who reside nearest the school.
5. All other students in order of closeness of their home to the school.
6. In exceptional circumstances, students who can demonstrate compassionate grounds.

Proof of Residency

Parents who wish to enrol their child/ren at Ashby Primary School will need to demonstrate evidence of their permanent place of address.

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 unable to provide this proof of residence, a Statutory Declaration confirming that an officer authorized to endorse statutory declarations has sighted sufficient evidence that in their opinion the student is a resident within the catchment area, must be provided.

Acceptance and notification processes

- Enrolment applications for admission into Foundation will be accepted each year from the 1st April for enrolment to commence from the beginning of Term 1 the following year.
- Applications will be recorded in order of receipt and remain current only for the year of submission. The school will offer places in writing for Foundation the following year from August 1st each year.

Review

All enrolment applications will be considered in accordance with the enrolment criteria.

Parents wishing to have an unsuccessful enrolment application reviewed may seek clarification from the principal.

Parents should provide a written submission seeking a review of an unsuccessful enrolment application addressed to the Department of Education.



This submission should present evidence to substantiate a claim that the stated criteria have not been applied fairly and equitably.

The Department of Education will review written submissions and the reply should be in writing within 14 days of submission.

EVALUATION:-

Will take place in consultation with DET and School Council.

CERTIFICATION

The policy was ratified at Ashby Primary School on October 17, 2018, and is to be reviewed in 2022.