



# ***School Enrolment and Placement Policy Guidelines***

## ***Purpose of the policy***

To ensure students have access to their designated Government neighbourhood school and freedom to choose other schools subject to facility limitations and equitable, consistent, transparent and accountable application of placement criteria.

## ***Policy***

An eligible child of compulsory school age (4 years and 8 months) 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 the placement of students and determine the enrolment

The Regional Director may approve a change to the enrolment boundary due to the pressure on enrolment capacity. The priority order of placement is set out below must then be applied.

## ***Definitions***

A neighbourhood boundary shows the relationship between schools and defines the geographical area/ neighbourhood served by each school.

The designated neighbourhood Government school is the school that is nearest to the student's permanent residence, unless the Regional Director:

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

This table defines the measure of the nearest school (unless a neighbourhood zone has been designated).

If the student resides in:	Then the nearest school is measured by:
The metropolitan region Ballarat Bendigo or Geelong	A straight line from the student's residence to the front gate of the school
Any other area	The shortest practicable route to the front gate of the school.

Designated neighbourhood 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.

Notes:

- Each campus of a multi-campus school has its own designated neighbourhood; and
- Students must attend the nearest school to be entitled to free school contract bus travel or a conveyance allowance.

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 is considered by the department including maximisation of effective use of teaching and learning and ancillary spaces.

### ***Priority order of placement***

When the number of enrolment applications exceeds the number of places available and enrolment capacity has been reached, as agreed with the department, students are enrolled in the following priority order:

- Students for whom the school is the designated neighbourhood Government school;
- Students with a sibling at the same permanent address who is attending the school at the same time;
- Students seeking enrolment on specific grounds ( this criteria applies to senior secondary programs, language continuity and other select entry schools only); and
- All other students in order of closeness of their home to the school.

In exceptional circumstances, students who can demonstrate compassionate grounds.

### ***Appeals- schools not providing a place for student***

Any appeals by parents/guardians against a school's decision not to provide a placement for a student are:

- Considered by the Principal at the preferred school; and
- Escalated to the Regional Director when it cannot be resolved by the preferred school.

Appeals are considered based on the priority order of placement.

### ***Related Legislation***

Education and Training Reform Act 2006



## Student Enrolment Protocol

This protocol is based on the School Enrolment and Placement Policy Guidelines and DET policy

### **Goals**

- To guarantee the right of each child to a place in their designated neighbourhood school/campus determined by the shortest practical route from the student's permanent residential address to the school/campus front gate.
- Wherever practical, to provide parents and guardians with the opportunity to enrol their child at the same school/campus that is currently attended by an older brother or sister.
- To give parents wishing to send their child to a school/campus that is outside the neighbourhood area the opportunity to select any other school at which a place is available.
- To contain enrolments in each school/campus within the limits of available classrooms and other physical resources, as determined by the Regional Director, South Western Victoria Region

### **Enrolments**

1. All enrolments must be accompanied with a proof of residential address, such as a utilities bill. (A driver's licence will not be accepted)
2. The completed enrolment forms must be accompanied with a copy of the child's birth certificate, immunisation records and relevant documents pertaining to custody matters.
3. Enrolment forms and documents must be submitted to the neighbourhood school/campus by 21 August 2015.

### **Transport**

1. Please note that Public Transport Victoria buses (Country buses) are free only for those students who attend their nearest school to their home.

### ***Process for applying for enrolment at a school outside your child's neighbourhood***

- a. Parents/Guardians of Prep students for the following year who wish to apply for their child to be enrolled at a school/campus outside their designated neighbourhood area must complete the 'Horsham Primary Schools Prep Enrolment Preference Form'
- b. This must be submitted to the school principal by the specified date. (Usually the third Friday of August)
- c. The Principals from Horsham Primary School and Horsham West and Haven Primary will meet and allocate student placements using the priority order for placement as outlined in the School Enrolment and Placement Policy Guidelines.
- d. Parents will be advised in writing of the result of their application for enrolment within approximately three weeks from the application closing date.
- e. Parents can appeal the decision in writing to Principal of the preferred school or campus by the first day of Term 1 2015. The appeals process is outlined in the School Enrolment and Placement Policy Guidelines.



# Horsham Government Primary Schools Prep Enrolment Preference Form



**This Preference Form must be received by the school by Friday August 21, 2015.**

Student's Surname			
Student's Given Names			
Student's Date of Birth			
Parent/Guardian Name			
Parent/Guardian Residential Address <i>*proof of address must be attached Eg: copy of rates notice, electricity bill, *this must be the address of the parent with whom the student resides for most of the school week</i>			
Parent/Guardian Postal Address			
Phone Contact Details	Business:	Home:	
Enrolment Preferences <i>Please number in priority order all four campuses (with number 1 indicating your first choice)</i>	<b>Horsham West and Haven PS</b> ___ Horsham West Campus ___ Haven Campus		
	<b>Horsham PS</b> ___ 298 Campus ___ Rasmussen Rd Campus		
<i>I have completed a tour of my neighbourhood school</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date form was received by school		Received by	

I understand that:

- I am applying for my child to be considered for enrolment at a school/campus that is not the designated neighbourhood school (determined by the shortest practical route from my child's permanent residential address to the school's front gate)
- I will be notified of the result of this application in writing
- I recognise that by enrolling my child at a school other than my designated government neighbourhood school, I will be required to pay a fee for my child to travel on the school buses provided by Public Transport Victoria, if applicable and subject to availability.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit this form to:**

The Principal  
Horsham Primary School  
38 Baillie St  
HORSHAM 3400

OR

The Principal  
Horsham West and Haven Primary School  
PO Box 643  
HORSHAM 3402