



Mickleham Primary School

ENROLMENT POLICY

PURPOSE

To provide an efficient process of enrolment that meets the needs of all parties, including students, parents and the school.

OBJECTIVE

To support the parents/families of prospective MPS students throughout the enrolment process and provide clear instruction, with regard to the enrolment process and documents required to support an application.

SCOPE

This policy applies to:

- All families wishing to enrol their child/children at MPS
- All staff employed by MPS and involved in the enrolment process

RATIONALE

All children who are eligible to attend a Victorian government school and for whom Mickleham Primary School is the closest neighbourhood school, are entitled to attend our school. School Council will be responsible for monitoring the impact of increasing student numbers on facilities and resources. Due to increased housing in the local area and its high standing in the local and wider community, Mickleham Primary School has developed a student enrolment plan to effectively manage enrolments. An enrolment ceiling has been implemented with approval from Northern Metropolitan Region of DET to limit the number of students able to be enrolled. Once the ceiling has been reached, enrolments are restricted, using the criteria set out below.

POLICY

At Mickleham Primary School, the following process is undertaken with regard to enrolments:

- Implementation of the school's enrolment ceiling and local neighbourhood zone, according to department policy. Priority order is as follows:
 - Students for whom the school is their designated neighbourhood school. This is the nearest primary school to their permanent residential address;
 - Students with a brother or sister who has the same permanent residential address and who will be concurrently attending the school;
- Any new family enrolling at the school, must provide evidence to confirm their address details. To assist Mickleham Primary School in assessing your child's eligibility for enrolment, please include in your enrolment application original or certified copies of:
 - Rental agreements or unconditional contracts of sale
plus
 - A copy of two of the following:
 - electoral enrolment confirmation
 - council rates notices

- other official documentation that demonstrates permanent residency at that address, such as a driver's licence or health care card.

Documents should show the same address and parent's/carer's name as recorded on the school enrolment application form.

On request, you may also be required to complete a statutory declaration confirming the student is living in the address provided in the enrolment application and that the arrangement is genuine and intended to be permanent.

Parents/Guardians wishing to enrol their child for the following school year in Foundation or any other year level, who are unable to verify their permanent address at the time of enrolment, will be granted provisional enrolment on the proviso they present the required documents (as above) prior to their child commencing at MPS. Failure to provide these documents may result in the offer of placement at MPS being withdrawn.

Note: Enrolment applications may not be successful if the requested documentation is not provided.

- When assessing enrolment applications, Mickleham Primary School may make the following enquiries to verify the information provided about a student's permanent residence:
 - Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
 - Checking with a real estate agent
 - Checking whether the contact landline phone number provided is registered to the residence provided on the enrolment form
 - For a rental property which is a studio apartment or a one bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment.

Note: If, after reasonable enquiries, the Principal does not accept that the address provided on the enrolment application form is the genuine permanent residence of the student, the enrolment application may not be successful.

- Consideration of the school's ability to cater for the student's needs is also taken into account before enrolment is finalised.
- Students enrolling at the school as part of a Foundation intake must turn 5 years of age by 30th April in the year of commencement. Copies of birth and immunisation certificate must be provided when returning the school enrolment form.
- Parents/Guardians of students in primary year levels wanting to enrol their children during a school year are required to attend an enrolment interview with the Assistant Principal or Principal before their child can commence at the school. They are required to bring a copy of their child's birth certificate or passport, immunisation certificate and most recent school report.
- Parents/Guardians of students beginning Foundation, the following school year, will be required to attend an interview prior to their child commencing at MPS
- Students wishing to enrol at the school who were born in a country other than Australia and are not an Australian citizen, must also provide a copy of their Visa/Passport.

REVIEW CYCLE

This policy was last approved by School Council on **26th August 2019** and is scheduled for review in July 2020