



## ENROLMENT POLICY

Date Policy Endorsed by School Council:

29<sup>th</sup> March 2001

Effective Commencement Date:

June 2007

### **Preamble:**

- (i) This Policy has been drafted and approved to ensure its compliance with Executive Memorandum 99/010
- (ii) Following discussions between the Principal Class Officers of Cambridge Primary School and personnel from the Western Metropolitan Region including the Regional Principal Consultant and the Facilities Officer, it has been agreed that the maximum number of classrooms that can be located at the school, taking health and safety issues into consideration, is 30 classrooms.
- (iii) Following from (ii) above, the Facilities Schedule of 25 students per classroom for years 3-4 and 21 students per classroom for years Prep-2 therefore provides for a maximum enrolment at the school of 648 students approximately.

### **Policy:**

1. Cambridge Primary School recognises that each child has the right to a place in the designated neighbourhood school.
2. Cambridge Primary School further recognises that wherever practicable parents/guardians should have the opportunity to enrol their child at the same school as that being attended by an older brother or sister.
3. The Regional Director has specified that the designated neighbourhood area for Cambridge Primary School is that as shown on Attachment 1.
4. In reference to the boundary areas shown on Attachment 1, which are all major roads (Tarneit Road, Heaths Road, Derrimut Road and Hogans Road) students who reside on the "school" side of each of the nominated roads will be in the zone for Cambridge P.S. The school will require parents to produce either a Council Rates Notice, Rental Agreement or Statutory Declaration to verify residency.
5. For the school years 2007, 2008 and 2009 enrolments will be accepted for students for whom the school is the designated neighbourhood school provided enrolments do not exceed 648 students.
6. Students with a brother or sister who is currently enrolled at Cambridge and who will be concurrently attending the school may be admitted should vacancies be available. However, in circumstances where there is a risk of enrolments exceeding the ceiling, vacancies that are available at the start of any school year may be denied to sibling children outside of the Cambridge zone and reserved for anticipated enrolments of students from within the designated neighbourhood area during that school year. This is an essential part of the policy.
  - 6.1 That the children of staff members living outside the zoned area are able to enrol, providing there are places available after enrolments are taken from within the zoned area and siblings outside the zoned area are enrolled.
7. Should enrolments reach 648 students at any time, further requests for enrolments will be refused on the grounds that the school has reached its maximum capacity as

per the Facilities Schedule. The parents/guardians will be offered the opportunity of being placed on a waiting list and the school will attempt to assist in the placement at nearby state primary schools of those students refused entry to Cambridge. The Regional Office will be advised of this situation.

8. In a limited number of cases only where students seek enrolment on compassionate grounds where there are significant family or individual circumstances, such cases will be decided by the Principal, the Regional Director or his nominee from the Western Metropolitan Regional Office.

This Policy supersedes the official Enrolment Policy approved by both the Department of Education and the Cambridge Primary School Council on 27 November, 1998

### **Implementation:**

- Enrolments from within the designated zone will be accepted at the time of enrolment.
- Prep enrolments will be called for in March, as per the Wyndham Principal's direction, and will be accepted throughout the year.
- A wait list will be developed over the year of siblings from outside the zone, staff children and others requesting entry and will be listed in order of application.
- Anticipated 'in zone' enrolments will be tabled at the August School Council meeting. At this time a decision will be made on whether numbers will allow us to accept siblings, staff children and other enrolments, in that order. The inclusion of any or all of these enrolments will only be considered if it won't cause school numbers to exceed 628. This allows places for neighbourhood enrolments as they are received during the following year.

### **Evaluation:**

For each of the years listed in (5) above a review of this policy may be carried out should circumstances change and a review be warranted.

<u>Ratification Date</u> June 2007	<u>Review Date</u> Year 2009	<u>Policy Number</u> 40.	<u>Version Number</u> 5	<u>Date Produced</u> Nov 1998
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