ENROLMENT

1. **Aims:**
   To ensure students have access to their neighbourhood school and the freedom to choose other schools subject to facility limitations.

2. **Implementation:**
   - Cambridge Primary School recognises that each child has the right to a place in the designated neighbourhood school.
   - Cambridge Primary School further recognises that wherever practicable, parents/guardians should have the opportunity to enroll their child at the same school as that being attended by older siblings.
   - The Department of Education and Training (DET) has specified that the designated neighbourhood area for Cambridge Primary School is that as shown on the map attached to this policy.
   - In reference to the boundary areas shown on the designated neighbourhood area, students who reside on the “school” side of each of the nominated roads will be in the designated neighbourhood area for Cambridge Primary School.
   - The school will require parents/guardians to produce, either a Wyndham Council Rates Notice, a Rental Agreement from a real estate agent or an Affidavit to verify residency.
   - Enrolments will be accepted for students who reside within the designated neighbourhood school area.
   - Students who do not reside within the designated neighbourhood area, with a sibling currently enrolled at Cambridge, will be admitted.
   - Children of staff members are able to enroll.
   - Enrolments of students living within the designated neighbourhood school area cannot be refused on the grounds that the school has reached its maximum capacity.
   - A limited number of cases, where students seek enrolment on compassionate grounds where there are significant family or individual circumstances, will be decided by the Principal, the Regional Director or their nominee from the South Western Victoria Regional Office.
   - Prep enrolments will be called for in March and August, as per the Wyndham Principals’ Network directions and will be accepted throughout the year.
   - Those who do not qualify may write a letter of appeal to the Principal or to the Regional Director.
   - All enrolments at Cambridge will occur as follows:
     1. all students who reside in the designated neighborhood area and wish to enroll at Cambridge Primary School
     2. children of staff members
     3. students with siblings currently enrolled at Cambridge Primary School
     4. other students following the appeals outcome.
   - Enrolments will be tabled at the August School Council meeting.
   - An acceptance letter will be sent to successful families after the August School Council meeting. Successful families will be required to return to the school by the 30th August, an acceptance of the enrolment placement for the following year.
   - The school will not have a waiting list.
   - Parents wishing to enroll/transfer their child throughout the year must sign a ‘consent to release information’ form so that the principal may speak with the previous school before.
accepting the enrolment. Where ever possible parents should be directed back to the school to discuss the possibility of transferring to another school with the current principal or assistant principal.

3. **Evaluation:**

   - This policy will be reviewed as part of the three year review cycle or if circumstances change (for example change in the boundary map by DET)

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**Designated Neighbourhood Map**