



## DET Enrolment and Placement

Ratified by  
School Council

April 2020

Next Review:

April 2021

Our purpose is to empower resilient learners to think critically, actively problem solve, be respectful and positively contribute to their world.

At Grey Street that means that we are all active and resilient learners, who learn in different ways. We challenge and support each other with our learning through setting goals, working persistently, problem solving, using feedback and reflecting on our progress. We value a culture of collaboration and mutual support that is focused on achieving success for all staff, students and members of the school community.

At Grey Street Primary School we are committed to maintaining a safe and inclusive environment for everyone, everywhere, all of the time.

### Context

In 2018, DET developed a Placement Policy which provides guidance to schools around the enrolment of students. The following guidelines have been adapted to include content specific to Grey Street Primary School.

### PURPOSE

To ensure students have access to a neighbourhood school and the freedom to choose other schools subject to facility limitations.

### DEFINITIONS

#### Designated neighbourhood school:

The designated neighbourhood school is the school that is nearest the student's permanent residence, as measured by the shortest practical route as per DET software, unless the regional director:

- needs to restrict new enrolments at a school
- has designated the neighbourhood boundaries for the school.

#### Permanent Address:

The address at which a child permanently resides at the time of enrolment. If a child resides at multiple addresses, the child's 'permanent residence' is the address at which the child spends the majority of his/her weekdays.

If the child spends an equal amount of time at two addresses, both addresses will be considered the child's permanent address and the child will be entitled to enrol in the designated neighbourhood school for either address (or any other Victorian government school subject to entry criteria and capacity). The final choice of which school the child ultimately attends rests with the parents/carers for the purpose of making enrolment decisions.



To assist Grey Street Primary School confirming your child's permanent address, at time of enrolment, we may request original or certified copies of:

1. Rental agreements or unconditional contracts of sale plus
2. 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 license or health care card.

### **Sibling:**

A sibling can be defined to broadly include step-siblings residing together at the same permanent address and students residing together at the same permanent address as part of statutory out-of-home-care arrangements, including foster care, kinship care and permanent care. Enrolment on sibling grounds may also be considered for students permanently residing together in the one residence as part of multiple family cohabitation.

Students seeking enrolment on sibling grounds must be residing together at the same permanent address and must be attending the school at the same time.

### **POLICY**

Eligible children have the right to be placed in their designated neighbourhood school.

The regional director has the authority to effect placement of students.

### **Priority order of placement**

Enrolment will be guaranteed to the following potential students wishing to enroll at Grey Street Primary School:

1. Students who live in the allocated catchment provided by the DET designated neighbourhood boundary.
2. Students who have Grey Street PS as their closest primary school via shortest practical route, (by vehicle).
3. Students who have siblings already attending Grey St PS.
4. Enrolments directed by Regional Director
5. Discretionary enrolment (if places exist up to classroom size thresholds for students) prior to designated cut off enrolment date determined by Principal and endorsed by school council for:
  - Pupils who complete and lodge prep enrolment forms whom Grey St PS is not their closest government primary school prior to cut off enrolment date.
  - Pupils who move into the Traralgon township from elsewhere during the school year and sufficient places exist in grades 3-6 to accommodate these students (with the understanding that places must be retained for all students who have Grey St PS as their closest government school).



Priority of these enrolment enquiries is dependent on the following criteria:

- a. In order of closeness of the home to the school (by shortest practical route by vehicle).
- b. In exceptional circumstances, students may be enrolled where there are significant extenuating family or individual circumstances.

Please note: **If class thresholds are exceeded, students wishing to enrol from outside of the allocated zone will be placed on a waiting list, with priority determined by the above criteria.**

## Class Sizes and Allocation Guidelines

Capacity of the school to enrol students across year levels will be assessed at December 1<sup>st</sup> for the future school year, in accordance with the following structure.

- (i) Year levels that have the capacity within class thresholds, placement is contingent on the policy order as listed above.
- (ii) Once class size thresholds have been met, only students residing within the designated neighbourhood boundary will be eligible for enrolment.
- (iii) If class thresholds are met or exceeded at enrolment date or otherwise during the school year, students wishing to enrol from outside of the allocated zone will be placed on a waiting list, with priority being decided on the 'Discretionary Enrolment' criteria.
- (iv) The class size thresholds and structures will be reviewed on a yearly basis, via consultative committee and school council.

Year Levels	Designated Class Sizes	Class Structure
Foundation – 1	Classes of no more than 22 students at enrolment date.	4 – Foundation 4 – Year 1
2	Classes of no more than 20 students at enrolment date.	4 – Year 2
3 – 6	Classes of no more than 25 students	3 – Year 3 3 – Year 4 3 – Year 5 3 – Year 6

## Parent & Community Communication Processes

### **Future Prep Enrolments**

Prep information packs will include a detailed, Prep specific, explanation of placement policy to inform parents of these guidelines, including key dates and tasks needed to be completed by parents. Parents are provided with a prep information pack during the Prep Open information days and if subsequent enquiries are made to the office after this date, parents will be provided with a pack.

All prep enrolment information is required to be submitted to the school by the **last day of Term 3**, for enrolment in the following year.



**Grey Street**  
Primary School Traralgon

## *Students who reside within the school zone:*

- Enrolment is guaranteed for these students.
- When enrolment pack is received by the school a letter of confirmation will be posted to the family, the student will be placed for the following year.

## *Students who reside outside of the school zone:*

- Enrolment is contingent on places being available within the class size thresholds.
- When an enrolment pack is received by the school, a letter will be posted to the family thanking them for their enquiry and detailing that confirmation of enrolment will be advised at by the end of the first week of Term 4.
- If there are spaces within the class thresholds, the 'Discretionary Enrolment' process above will be applied.

## **New Year 1 – 6 Enrolment Enquiries (for following year)**

Policy and guidelines will be placed on the school website for access. Hard copies will also be provided to parents who visit the school for a tour, these copies will include updated key dates and tasks for families for the relevant school year.

The same above guidelines for new Prep enquiries will apply for future enrolments in other year levels.

## **How to Appeal an Enrolment Decision**

In the first instance, parents or carers should lodge a written appeal to the Principal of Grey Street Primary School.

If this appeal is unsuccessful and parents or carers are not satisfied that their appeal has been adequately considered, then the appeal should be referred to the South Eastern Victoria Region of the Department of Education and Training by contacting 03 5127 0400.



<b>FUTURE ENROLMENTS PROCESS SUMMARY</b>	
<b>Action and Category of Enrolment</b>	<b>Action and Communication from Grey Street</b>
Future Prep-6 Enrolment Enquiry from within designated Neighbourhood Boundaries	Letter of Confirmation sent when enrolment paperwork is received.
Future Prep-6 Enrolment Enquiry from a family with a sibling currently enrolled at Grey Street.	Letter of Confirmation sent when enrolment paperwork is received.
Future Prep-6 Enrolment Enquiry from outside designated Neighbourhood Boundaries	Letter of Receipt of enrolment information will be sent to families. <ul style="list-style-type: none"><li>- Families of discretionary enrolments will be notified of successful enrolment or waiting list status in the first week of Term 4 for the following year.</li><li>- Families of students placed on waiting lists will be advised if places become available up until December 20<sup>th</sup></li></ul>

<b>ENROLMENT ENQUIRY DURING SCHOOL YEAR</b>	
<b>Action and Category of Enrolment</b>	<b>Action and Communication from Grey Street</b>
Prep-6 Enrolment Enquiry from within designated Neighbourhood Boundaries	Student enrolled at Grey Street.
Prep-6 Enrolment Enquiry from outside designated Neighbourhood Boundaries	<ol style="list-style-type: none"><li>If school has capacity within class thresholds, family advised of enrolment. Alternatively;</li><li>If school does not have capacity for enrolment, family is advised that student is placed on a waiting list, and will be contacted as places become available.</li></ol>

## **REVIEW CYCLE AND EVALUATION**

This policy was last updated on 28 April 2020 and is scheduled for review in April 2021 or as directed by the DET.