

## ENROLMENT AND PLACEMENT POLICY

### CONTEXT

The Department of Education and Training Victoria has an enrolment and Placement Policy which provides guidance to schools around the enrolment of students in Victorian Government schools. These policies can be found on the Policy and Advisory Library. <https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>

Drouin West Primary School has been identified as a school experiencing enrolment pressure and has been provided with an Enrolment Management Plan to help inform enrolment decisions.

### 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 the nearest to the student's permanent residence, as determined by the school zone. Find my school <https://www.findmyschool.vic.gov.au/> provides guidance on which school zone a student's permanent residential address is located.

#### **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 address' is the address at which the child spends the majority of their weekdays.

If the child spends an equal amount of time at two addresses, both addresses will be considered the child's permanent residential address and the child will be entitled to enrol in the designated neighbourhood school for either address.

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

1. Rental agreement or contract of sale
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 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 a statutory out-of-home-care arrangements, including foster care, kinship care and permanent care.

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.

**Sufficient Accommodation:**

Whether a school has sufficient accommodation to enrol out of boundary students depends on a number of factors such as school's built capacity, current enrolments, staffing levels and industrial agreements. These include if a school will continue to have appropriate physical and operational capacity and resources to provide high quality education and services to the school's overall student population.

**POLICY**

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

Students are able to apply for a place at a school that is not their designated neighbourhood school.

All students who seek enrolment in a school outside of their designated neighbourhood school should be enrolled in that school if:

- there is sufficient accommodation
- this request for enrolment aligns with the school's enrolment management plan.

Where there is insufficient accommodation at a school for all students who seek entry, students must be enrolled according to the Placement Policy's priority order of placement.



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School Principal: Kelly Halliday  
[www.drouinwest.vic.edu.au](http://www.drouinwest.vic.edu.au)  
ABN: 81 960 156 844

In circumstances when a school may not be able to accept all applications due to existing or future capacity concerns, schools must manage enrolment applications in accordance with the following priority order of placement:

1. students for whom the school is the designated neighbourhood school
2. students with a sibling at the same permanent address who are attending the school at the same time
3. where the Regional Director has restricted the enrolment, students who reside nearest the school
4. students seeking enrolment on specific curriculum grounds
5. all other students in order of closeness of their home to the school

## ENROLMENTS PROCESS SUMMARY

Action and Category of Enrolment	Action and Communication from Drouin West Primary
Prep-6 Enrolment Enquiry from within designated Neighbourhood Boundaries.	Letter of Confirmation sent to families in Term 3.  If enquiry is made during the school year, the student can be enrolled at Drouin West Primary School.
Prep-6 Enrolment Enquiry from a family with a sibling currently enrolled at Drouin West Primary.	Letter of Confirmation sent to families in Term 3.  If enquiry is made during the school year, the student can be enrolled at Drouin West Primary school subject to capacity and class thresholds.
Prep-6 Enrolment Enquiry from outside designated Neighbourhood Boundaries.	Letter of Confirmation sent during Term 3 if school has sufficient accommodation.  If the school has sufficient accommodation, the student can be enrolled at Drouin  Alternatively - If school <b>does not</b> have sufficient capacity for the enrolment, family is advised that student is placed on a waiting list, and will be contacted if places become available as per the order of priority.

### Appealing an Enrolment Decision

In the first instance, parents/carers should lodge a written appeal to the Principal of Drouin West Primary School.

If this appeal is unsuccessful and parents/carers are not satisfied that their appeal has been adequately considered, then the appeal should be referred to the South Eastern Victoria Region Office.



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## COMMUNICATION

This policy is publicly accessible on the school's website and is included in enrolments packs given to prospective families. It will also be discussed as required during individual and group school tours.

## FURTHER INFORMATION AND RESOURCES

<https://www2.education.vic.gov.au/pal/enrolment/policy>

<https://www2.education.vic.gov.au/pal/enrolment/guidance>

<https://www.findmyschool.vic.gov.au/>

<https://www.vic.gov.au/office-locations-department-education-and-training#south-eastern-victoria-region-offices>

<http://www.drouinwest.vic.edu.au/prospectivefamilies/>

## POLICY REVIEW AND APPROVAL

Policy last reviewed	15 <sup>th</sup> August
Approved by	Principal
Next scheduled review date	May 2023