

MOOROOLBARK EAST PS

- ENROLMENTS -

DATE: Updated: Tuesday March 2nd, 2021.

PURPOSE

To prioritise enrolments in order to effectively manage the schools physical and human resources.

POLICY

Overview

This policy is being developed in order to manage student numbers and resources. The current capacity of Mooroolbark East Primary School is 625 with all classrooms within the school occupied. Growing numbers over the past decade have resulted in a projected enrolment figure of 630 in 2022.

Enrolment Policy (Grade 1-6)

Mooroolbark East Primary School will not accept enrolments of students living outside our designated zone as per <https://www.findmyschool.vic.gov.au/>

Tour Requests

Mooroolbark East Primary School is open to tour requests for future Prep students, irrespective of the address of the child. However, when the school is contacted by families from outside our zone, we will:

- a) Ask if the family have contacted or had a tour with their 'zoned' school; or
- b) If the family hasn't done so already, encourage them to make contact and/or book a tour with their 'zoned' school.
- c) Explain the Enrolment Order of Priority protocol.

Should the family still wish to tour and ultimately enrol at Mooroolbark East Primary School, the following protocol will be enacted:

Enrolment - Order of Priority

In line with Department guidelines, Mooroolbark East Primary is implementing a "Priority Order of Placement" protocol as of the date of this policy being endorsed by School Council (See above).

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling who has attended the school.
3. All other students in order of closeness of their home to the school**

** Dependent on capacity and confirmed enrolments under points 1 and 2.

For Students From Outside The Zone:

Enrolment Form Submission – Due Date

For students in the third category above, the school will accept and file enrolment documentation, however the enrolment will not be confirmed until a set date.

All enrolment forms for students from outside zone are due at school **by 3pm on Friday June 25th.**

Confirmation of Enrolment Date

The date for enrolment confirmation will be **Friday July 23rd.**

Notifying the Community

This policy will be made available on the school website and be included in all school information packs.