



# Mooroolbark East

PRIMARY SCHOOL

KINDNESS. RESPECT. RESILIENCE. GROWTH.

## ENROLMENT POLICY INFORMATION

**DATE:** Updated: Tuesday, February 27<sup>th</sup>, 2024

### 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 602 with all classrooms within the school occupied. Growing numbers over the past decade have resulted in a projected enrolment figure of 620 in 2023.

#### Enrolment Policy

Students residing within our school zone are guaranteed a place at our school, which is determined based on your permanent residential address.

Our school manages enrolments using the Placement Policy to ensure that students have access to their designated neighbourhood school and may enrol at another school, if there are available places.

#### 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 has 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.