



# ENROLMENT POLICY

## RATIONALE

This policy describes the Bellbrae Primary School process for enrolment and eligibility. All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

## PURPOSE

- To ensure Bellbrae Primary School provides enrolment access for students who reside within its designated Neighbourhood Area (DNA) as defined by Department of Education (DET)
- To set out the conditions under which students may be enrolled into Bellbrae Primary School to avoid the school exceeding its capacity.
- To ensure there is a consistent approach to enrolment processes across the Bellbrae community.

## GUIDELINES

- All students who reside within the DNA are eligible for enrolment at the school.
- Applications for enrolment from students who live outside the DNA will only be considered if the school has capacity, after catering for students from its DNA.
- The Designated Neighbourhood Area (DNA) is determined by the DET and based on distance from other schools.
- Enrolment of students from outside the DNA will be managed to ensure that the total current and forecast enrolments do not exceed the school's current capacity.
- Where possible, Bellbrae Primary School will ensure there is an even spread of students across year levels and class groupings.

### **Designated Neighbourhood Area (DNA)**

The school's enrolment capacity for students who live outside the DNA is dependent upon:

- the school's enrolment capacity
- catering for students in the DNA
- allowing for in DNA growth during the year
- ensuring an even spread of students across all year levels while maintaining class size targets

## IMPLEMENTATION

### **Enrolment Criteria**

All students who reside within the DNA are eligible for enrolment at the school. Students who reside outside the school's DNA who apply for enrolment at the school will be put on a waiting list. When there is determined spare capacity, students will be enrolled from the waiting list based on the following criteria and order of priority:

- Students residing outside the residential boundary and have a sibling already attending Bellbrae Primary School.
- Where the regional director has restricted the enrolment, students who reside nearest the school.
- Students seeking enrolment on specific curriculum grounds.
- All other students in order of closeness of their home to the school.
- In exceptional circumstances, compassionate grounds at the Principal's discretion.

### **Proof of Residency**

Parents who wish to enrol their child at Bellbrae Primary School under the Enrolment Policy may need to demonstrate that the child to be enrolled, reside within the DNA. Current proof of residency at the address indicated can be provided by way of one of each of the following:

- One primary source: a current lease agreement, rates notice or driver's license, or unconditional sale agreement.
- One secondary source: a utility bill (e.g. electricity or gas) showing the same address.

### **Acceptance and notification processes**

- Enrolment applications for admission into Foundation will be accepted each year from the 1st April for enrolment to commence from the beginning of Term 1 the following year.
- The school will offer places in writing for Foundation for the following year at the beginning of term 3 in the preceding year.

### **Review**

All enrolment applications will be considered in accordance with the enrolment criteria in this policy. Parents wishing to have an unsuccessful enrolment application reviewed may seek clarification from the principal. Parents should provide a written submission seeking a review of an unsuccessful enrolment application. This submission should present evidence to substantiate a claim that the stated criteria has not been applied fairly and equitably.

The principal will review written submissions and reply in writing within 14 days of submission.

### **REVIEW CYCLE**

This policy will be reviewed as part of the school's annual review cycle.