

## 1. PURPOSE:

- 1.1 To provide an efficient enrolment process that balances the needs of students, their families and the school.
- 1.2 The primary purpose of the Enrolment Policy is to ensure places are available for those students living closest to the school as per DET guidelines. Ringwood North Primary School (“The School”) prefers to be proactive rather than reactive to fluctuations in demand for enrolment at our school.
- 1.3 The Enrolment Policy enables The School to manage space, resources and amenity of facilities to meet the developmental needs of students.
- 1.4 As of 1/1/2018 the DET has determined a student cap of 575 students which will apply to the Ringwood North Primary School site.

## 2. DEFINITION:

- 2.1 The closest school is defined as the State Primary School that is the closest in geodesic distance to the entry point of the student’s place of permanent residence. (Parents or guardians of intending students should note that the geodesic distance is the shortest distance by air to The School and is not measured as distance travelled by road).
- 2.2 The completed Ringwood North Primary School Application for Enrolment form shall be referred to as the ‘Enrolment Application’.
- 2.3 The Application form may need to be supported by two of the following items to satisfy the Proof of Address requirements pertaining to the place of residence of the custodial parent or guardian:
  - 2.3.1 Driver’s Licence
  - 2.3.2 Council Rate notice
  - 2.3.3 Bank statement
  - 2.3.4 Residential Lease or bond lodgement receipt issued within eight weeks of the application.
  - 2.3.5 Utility bill (gas, water, telephone or electricity) issued within eight weeks of the application.
  - 2.3.6 Applicants may also be called upon to sign a statutory declaration as a proof of the child’s residential address.
- 2.4 The Enrolment Application for a student in Shared Custody shall be supported by a Custodial Order.

- 2.5 Siblings, step-siblings and half-siblings will be considered as siblings if they are co-resident and in the custody of the same parent or guardian.

### 3. GUIDELINES:

- 3.1 Upon receipt of an Enrolment Application for future Foundation (Preparatory) students, parents will be sent a letter stating that their application has been received. *The letter will provide the parent with a date by which the school will notify them of the outcome of their application.*
- 3.2 Enrolment Applications for students transferring from other schools will be processed according to these guidelines with the exemption of 3.1 which relates only to future Foundation (Preparatory) students
- 3.3 In processing Enrolment Applications, The School will give preference to students living closest to the school. For this purpose, a Proof of Address (see 2.3, above) may be required.
- 3.4 In the case where a child has two residences (for example where the child is in shared custody), the residential address will be considered to be the address where the child resides for the greatest proportion of time during the school week.
- 3.5 Wherever possible, preference will then be given to siblings of current students where the sibling lives at the same address as the current student. Proof of Address (see 2.3, above) may be required.
- 3.6 Students must be of appropriate school age as required by the DET (5 years of age by the 30<sup>th</sup> of April of the year of enrolment).
- 3.7 Enrolment Applications for intending Foundation (Preparatory) year level must be received by 4:00 pm on the last school day of Term 2 in the year preceding the year in which the student is to start school.
- 3.8 The School reserves the right to restrict the enrolment of new students that do not meet the criteria described in Definition 2.1 when it is considered necessary to preserve the amenity of the school. The School Council considers the amenity of the school within the limitations imposed by the school's land size, facilities and building capacity. Consideration includes ample play space for child development, the provision of teaching and learning areas as determined by the school's leadership team, and sufficient space to ensure the health and safety of students, staff and visitors.
- 3.9 Further to 3.8, The School reserves the right to determine the maximum number of children in each separate classroom with consideration given to the available space, educational needs of individual children and average class sizes.
- 3.10 Parents or Guardians who may be considering a further year of kindergarten for their child are still advised to enrol their child by the specified date as described in Guideline 3.9, above). Where the child is to continue at kindergarten, The School should be notified in writing by the first week of November that the child's

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enrolment application is to be withdrawn. A new Enrolment Application form must be submitted in the following year.

- 3.11 Where applicants have accepted enrolment at another school, they are requested to inform the school in writing that they no longer require a place.
- 3.12 Students previously enrolled at The School that have ceased their enrolment are subject to the same selection criteria as new students.
- 3.13 Continuing students do not need to re-enrol at the end of each year.
- 3.14 After processing Enrolment Applications that meet the criteria of the Guidelines further enrolments will be processed after which a waiting list will be created and addressed in December.
- 3.15 The School will be lawful and endeavour to be fair-minded in all aspects of the enrolment process.

