



Enrolment

POLICY

Purpose

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

Guidelines

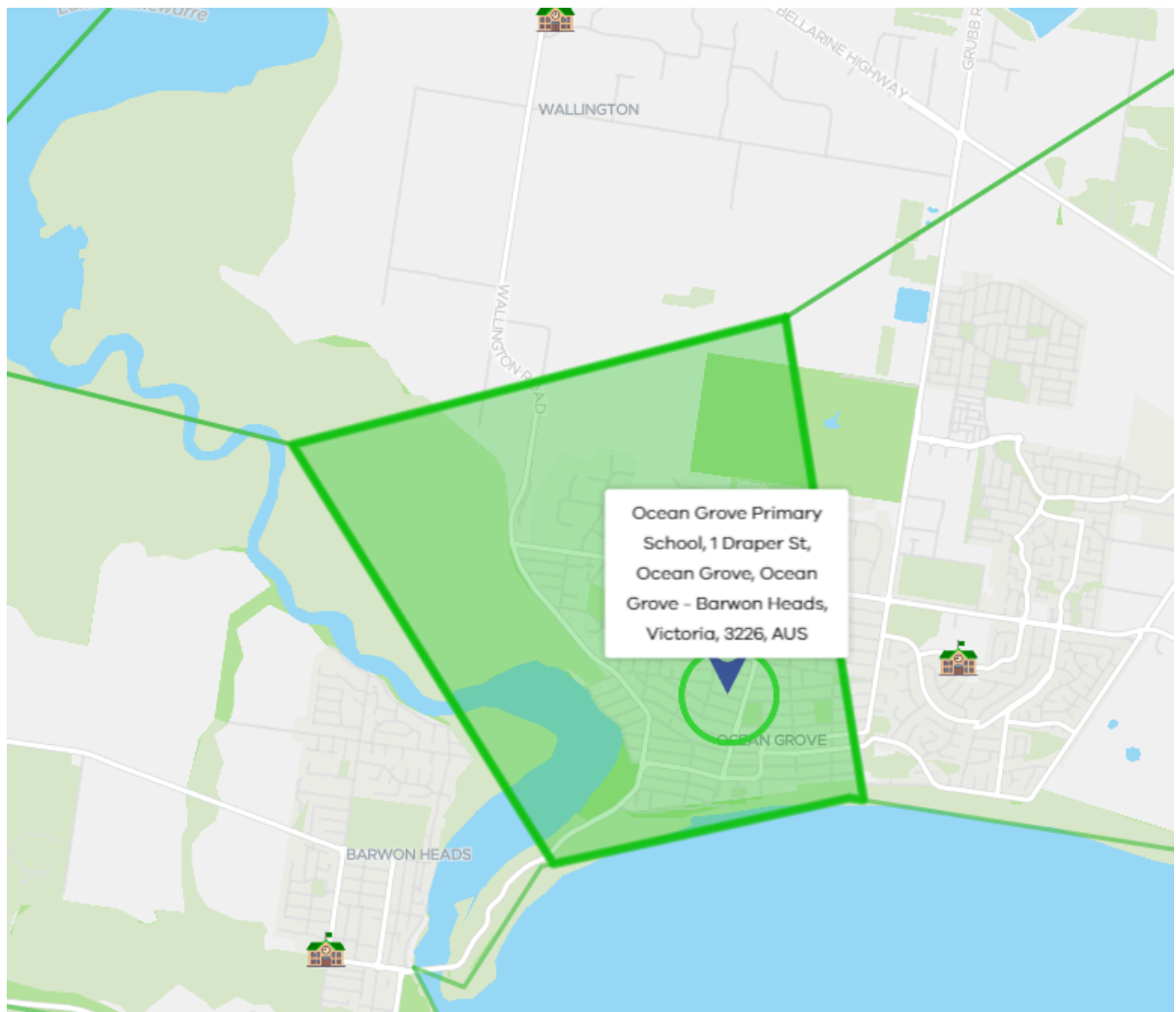
- All students who reside within the local boundary area (see next page) are eligible for enrolment at the school.
- Applications for enrolment from students who live outside the priority enrolment area will only be considered if the school has capacity, after catering for students from its priority enrolment area.
- The local boundary area is determined by the DE and based on distance from other schools. The attached map defines the boundary area for which Ocean Grove Primary School is the closest school by vehicular trafficable route. Students to the East of the defined boundary for Ocean Grove Primary are considered to be within the boundary for Surfside Primary School.
- Enrolment of students from outside the local catchment area will be managed to ensure that the total current and forecast enrolments do not exceed the school's current built capacity.
- Where possible Ocean Grove Primary School will ensure there is an even spread of students across year levels or class groupings.

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

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

- the school's enrolment capacity
- catering for in boundary enrolments

- allowing for in boundary 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 residential boundary area are eligible for enrolment at the school. Students who reside outside the school's residential boundary are able to apply for enrolment but acceptance will be based on whether there is spare capacity. The principal has discretionary powers to offer a placement based on compassionate grounds. When there is determined spare capacity, students will be enrolled based on the following criteria and order of priority:

- Students residing outside the residential boundary and have a sibling already attending Ocean Grove Primary School.
- Siblings of students who have left the school and reside outside of the local residential boundary.

- Any remaining students residing outside the residential boundary may be offered a place if one exists on the first day of the school year as determined by the principal.

Proof of Residency

Parents who wish to enrol their child at Ocean Grove Primary School under the Enrolment Policy will need to demonstrate that the child to be enrolled, reside within the boundary area.

To assist Ocean Grove Primary School in assessing your child's eligibility for enrolment, please include in your enrolment application original or certified copies of:

- Rental agreements or unconditional contracts of sale plus
- Council rates notice

Documents should show the same address and parent's/carer's name as recorded on the school enrolment application form.

* If unable to provide this proof of residence, a Statutory Declaration confirming that an officer authorized to endorse statutory declarations has sighted sufficient evidence that in their opinion the student is a resident within the boundary area must be provided.

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.
- Applications will be recorded and remain current only for the year of submission.
- The school will offer a confirmation of enrolment in writing for Foundation for the following year
- The principal has discretionary powers to approve an application based on compassionate grounds.

Review

All enrolment applications will be considered in accordance with the enrolment criteria.

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 have not been applied fairly and equitably.

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

- This policy will be reviewed in consultation with Surfside Primary School on an annual basis.

- Surfside P.S and Ocean Grove P.S agree to share application for enrolment information to ensure fair and equitable access by the Ocean Grove community.
- Ocean Grove Primary School will communicate changes to the enrolment policy to the community via the school newsletter and website.
- The enrolment policy will be reviewed by school council on an annual basis in consultation with Surfside Primary School and in accordance with DE guidelines.

Evaluation

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

Policy REVIEW and Approval

Policy last reviewed	November 2023
Approved by	Principal
Next scheduled review date	November 2027

Review cycle 3 to 4 years.