

## **ENROLMENT POLICY STATEMENT**

### **BELIEF:**

- That Moonee Ponds West has a responsibility to enrol all children for whom our school is the nearest school to their permanent residential address;
- That the placement of an enrolment ceiling at Moonee Ponds West Primary School, will enable us to maximise the play space available and allow us to provide a safer school environment.

### **AIM:**

- To manage the school enrolment processes to ensure the upper limit of 500 students is not exceeded;
- To provide sufficient teaching and play spaces for all children;
- To apply the agreed policy guidelines for all enrolment applications.

### **GUIDELINES FOR ACTION:**

- The enrolment limit at Moonee Ponds West Primary School will be **500 pupils**.
- Where there are insufficient places for all students who seek entry, the following priority is used for determining which students should be enrolled:
  1. Students for whom Moonee Ponds West Primary School is the nearest school to their permanent residential address;
  2. Students with brother/s or sister/s who will be concurrently attending Moonee Ponds West Primary School;
  3. Students in order of closeness of their home to Moonee Ponds West Primary.
- The principal will be responsible for implementation of this policy.

**Endorsed by Western Region General Manager 12 Feb. 2010.  
Endorsed by School Council 22 Mar 2010.**

### **IMPLEMENTATION:**

- An 'Application for Enrolment Waiting List' will be established, based on the above three categories.
- Families with prospective enrolment/s are to be given a copy of this policy as part of their normal enrolment process;
- On making application for an enrolment, families will need to firstly fulfil the above enrolment priorities;
- Enrolment applications will be accepted for siblings from the start of Term 2 in the year preceding the actual enrolment;
- Enrolment applications will be accepted for all other prospective students from the start Term 3 in the year preceding the actual enrolment;
- Letters confirming each child's actual enrolment status will be sent in the first two weeks of October each year;

### **EVALUATION:**

The request for an enrolment ceiling will be reviewed during 2012 for the 2013 school year.