



OAK PARK PRIMARY SCHOOL ENROLMENT POLICY

PURPOSE

Oak Park Primary School has a responsibility to enrol all children for whom our school is the nearest school to their permanent residential address.

The placement of an enrolment ceiling at Oak Park Primary School will enable us to maximise the use of available facilities.

GENERAL AIMS

1. To manage the school enrolment processes to ensure the upper limit of **400** students is not exceeded to the extent where undue pressures arise.
2. To provide sufficient teaching and play spaces for all children.
3. To apply the agreed policy guidelines for all enrolment applications.
4. To support the application of international students residing in the local area, referred by the Department of Education and Training.

GUIDELINES

1. The enrolment limit at Oak Park Primary School will be 400.
2. Where there are insufficient places for all students who seek entry in these years, the following priority is used for determining which students should be enrolled.
 - 2.1.1 *Students for whom Oak Park Primary School is the nearest school (by straight line from the administration area of the school) to their permanent residential address.*
 - 2.1.2 *Students with brother/s or sister/s attending Oak Park Primary School.*
 - 2.1.3 *Students in order of closeness (by straight line from the administration area of the school) of their home to Oak Park Primary School.*
3. The principal will be responsible for the implementation of this policy.
4. An 'Application for Enrolment Waiting List' will be established, based on the above three categories.
5. Families with prospective enrolment/s are to be given a copy of this policy as part of their normal enrolment process.
6. On making application for an enrolment, families will need to firstly fulfil the above enrolment priorities.
7. Enrolment applications will be accepted in the year preceding the actual enrolment.
8. Letters confirming each child's actual enrolment status will be sent by the end of term 3 each year.

FURTHER INFORMATION AND RESOURCES

Further information our school placement of policy can be found at the following places:

Find my school <https://www.findmyschool.vic.gov.au/>



Placement policy <https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>
Privacy <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2022
Approved by	Ratified by School Council
Next scheduled review date	March 2026