



## PLACEMENT & ENROLMENT POLICY

### PURPOSE

The purpose of this policy is to set out how our school will manage enrolment applications from families that are inside and outside of our school zone, preferred class sizes and the capacity of the school.

### SCOPE

This policy applies to:

- All families who wish to submit an enrolment application at Longford Primary School.

### POLICY

As Longford Primary School is a Victorian Government school, this policy aligns with the Department of Education and Training's (DET) Placement Policy. More information regarding DET's placement policy is updated annually and can be found from the following webpage:

<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx>

#### **Right to attend the designated neighbourhood school**

Eligible children have the right to be admitted to their designated neighbourhood government school, irrespective of the school's student population capacity.

#### **Our school zone**

Our school zone is available on [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au) which hosts the most up-to-date information about Victorian school zones.

Students residing in this zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address.

The Department provides guidance through the [Placement Policy](#) to ensure that students have access to their designated neighbourhood school and the freedom to choose other schools, subject to facility limitations.

You can find more information and answers to frequently asked questions on the Department's website under [School zones](#).

#### **Attending a school that is not the student's designated neighbourhood school**

Students are able to apply for a place at a school that is not their designated neighbourhood school. All students who seek enrolment in a school outside of their designated neighbourhood school should be enrolled in that school, if there is sufficient capacity at the school to accommodate all students who apply.

#### **Placement when there are insufficient places for all students who seek entry**

Where there are insufficient places at a school for all students who seek entry, students are enrolled according to the DET Placement Policy's priority order of placement, which has five criteria.

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Where the Regional Director has restricted the enrolment, students who reside nearest the school.
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school.

Longford Primary School will ensure that all applicants eligible under a criterion have been offered a place before moving to consideration of the next applicant. All students for whom the school is the designated neighbourhood school are guaranteed a place.



## **Compassionate Grounds**

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Schools are permitted to assess and make a determination for exceptional applications on a case-by-case basis.

## **School Capacity Exhausted**

When the total capacity of the school is reached, further student enrolment applications will only be permitted under the following circumstances:

- Students for whom the school is the designated neighbourhood school.
- Students with a sibling at the same permanent address who are attending the school at the same time.
- Compassionate grounds are accepted.

## **REVIEW CYCLE**

This policy was last updated on June 2021 and is scheduled for review in May 2022.



# Longford Primary School

## Re: 2023 enrolments

After a number of years of steady growth, our school is continuing to grow! In 2022 our official enrolment figure was 149 students with our current building allocation allowing for a capacity of 150 students.

Annual enrolment projections identify that we will be very close to our capacity for 2022 and whilst we will endeavour to provide spaces for all students/families who wish to enrol at Longford PS, families who reside outside of our school zone may have to go on a waiting list if we have reached our capacity figure. Please note, students who have a sibling in the school will automatically be given a place.

Our capacity figure is determined on an annual basis for the following year depending on individual cohort numbers across the school.

So what does this mean for families who want to enrol their children at Longford in the future?

Firstly, please visit the Find My School Zone website, <https://www.findmyschool.vic.gov.au/> to determine whether you reside in or outside of our school zone. Once you have done this, please refer to the table below to help determine your eligibility to enrol at Longford PS.

In Zone/Out of Zone	At Capacity/Not at Capacity	Eligibility
In Zone	At Capacity	Guaranteed a place
In Zone	Not at Capacity	Guaranteed a place
Out of Zone (sibling already enrolled)	At Capacity	Guaranteed a place
Out of Zone (sibling already enrolled)	Not at Capacity	Guaranteed a place
Out of Zone	Not at Capacity	Guaranteed a place
Out of Zone	At Capacity	Put on waiting list-discuss options with the school as a place may be granted based on individual circumstances or compassionate grounds

Please note that enrolments for future years can also be received by the school at any point to assist families in avoiding disappointment. For any further information regarding future enrolments please do not hesitate to contact the school office on 5149 7210 or by emailing [Longford.ps@edumail.vic.gov.au](mailto:Longford.ps@edumail.vic.gov.au).

Regards,

Joel Fraser,

Principal