Longford Primary School

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 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

Date Implemented	04/03/2021
Approval Authority (Signature and date)	
Date Reviewed	30/04/2026
Responsible for Review	Principal
Next Review Date	April 2028
References	DET