



ENROLMENT POLICY

PURPOSE

- To ensure that Manifold Heights Primary School can accommodate students seeking to enrol, within our accommodation capacity and enrolment capacity (recently DET adjusted to 450 students, across Prep – Grade 6).
- Students are entitled to enrol at Manifold Heights Primary School if this is their designated neighbourhood government school (see attached map). Students can enrol at Manifold Heights Primary School if this is not their designated government school if there is sufficient accommodation for that student at that school. The Principal will be best placed to make such determinations, in regards to relevant grade level(s).
- Prep enrolment eligibility re age for Manifold Heights Primary School is as per the Victorian Government legislation – children must be five years of age by 30th April of the year they start school.

POLICY

Priority Order of Placement:

- When the number of enrolment applications exceeds the number of places available, students are to be enrolled in the following priority order:
 - Students for whom Manifold Heights Primary School is the designated neighbourhood government school
 - Students with a sibling at the same permanent address who are attending Manifold Heights Primary School at the same time
 - All other students in order of closeness of their home to Manifold Heights Primary School
 - In exceptional circumstances, students who can demonstrate compassionate grounds

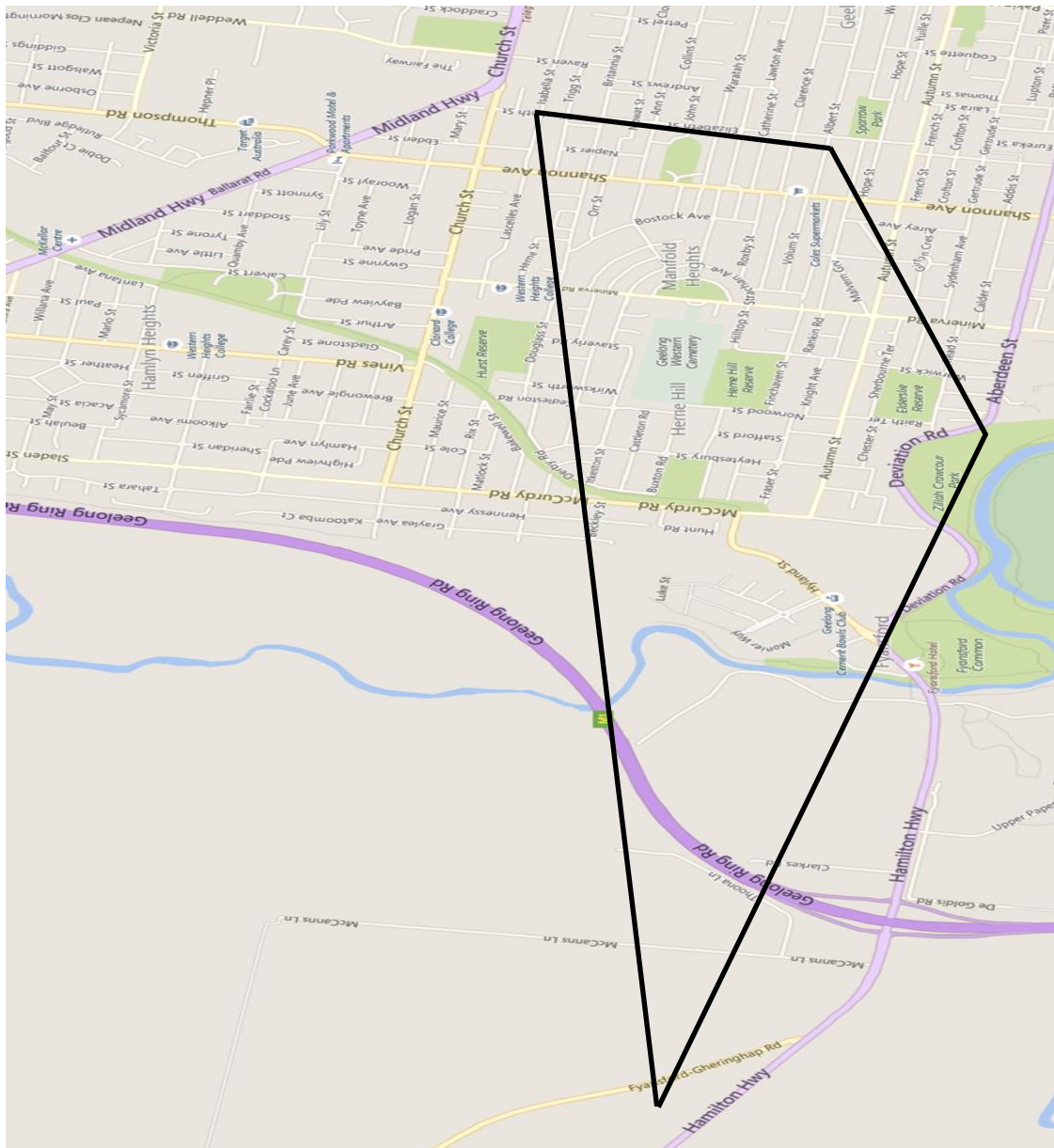
Implementation:

Enrolment procedures at Manifold Heights Primary School

- Into the school during the school year or for Grades 1 to 6:
 - Appointment to be made via General Office staff to meet with Principal at earliest possible convenience
 - Determination made to enrol re above criteria, especially related existing student numbers and grade sizes
- Into Prep for the following school year:
 - Contact with the General Office is encouraged, Information/Enrolment packs provided, school website for additional information referred to
 - School tours provided by Principal (or Assistant Principal) at earliest possible convenience

- Open Day Tours conducted during Education Week each year (mid-May)
- Enrolment forms requested to be completed and submitted by **end of May** in the year prior to enrolment
- Prep enrolments confirmed subsequently according to the above criteria. Communication issued to all applicants during June/July
- Four transition sessions offered in late Term 3 and during Term 4 for incoming Preps (for the following year)

FURTHER INFORMATION AND RESOURCES





REVIEW CYCLE

This policy was last updated on May 2021 and is scheduled for review in May 2024.