



# LANCEFIELD PRIMARY SCHOOL

## ENROLMENT

### PURPOSE:

To ensure Lancefield Primary School provides enrolment access for students who reside within its community; as defined by the Department of Education and Training (DET) neighbourhood areas and set out under the conditions which students may be enrolled. The school Designated Neighbourhood Area (DNA) has been devised taking into consideration the location of other local Primary Schools

### RATIONALE:

This document outlines the procedure for enrolment at Lancefield Primary School. This policy covers who is eligible to enrol, how to enrol and other related information.

### AIMS:

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.
- To provide each child residing in the school Designated Neighbourhood Area or with a sibling(s) currently at the school with a right to a place at Lancefield Primary School
- To provide clear and precise enrolment guidelines for parents wishing to enrol their children at Lancefield Primary School.

### IMPLEMENTATION:

- The school will comply with all government and department enrolment requirements and adhere to the DET policy
- The school will provide each year to local pre-school and childcare centres about Open Days, School Tours and enrolment process at Lancefield Primary School.
- Families can approach the school for information about enrolment at any time during the school year.
- Transfers will be accepted at any time for students who move into the school neighbourhood.
- Transfers from families outside the neighbourhood are preferred at the start of a school semester or school term and can be accepted if there is a capacity in the appropriate grade.

### EVALUATION:

This procedure will be reviewed as part of the school's 3-4 year review cycle or if DET Guidelines change or if enrolments from outside our zone start to impact on inside zone enrolments.

### REVIEW CYCLE

This policy was last updated on June 26<sup>th</sup>, 2019 and is scheduled for review in June 2023