



DEBNY MEADOWS PRIMARY SCHOOL

Enrolment Policy

Thank you for taking the time to investigate Debney Meadows Primary School as a primary school option for your child/ren.

Purpose

- To ensure Debney Meadows Primary School provides enrolment access for students who reside within its community as defined by the Department's closest school boundary.

Guidelines

Designated neighbourhood area

The school's capacity to enrol students is dependent upon the accommodation of its site calculated in accordance with the relevant Department Facilities Schedule.

The designated neighbourhood area is based on distance from other schools. The attached map defines the boundary area for Debney Meadows Primary School.

All students who reside within the designated neighbourhood area are eligible for enrolment at the school. Enrolment of students from outside the local catchment area will be managed to ensure that the total current and forecast enrolments do not exceed the school's current accommodation capacity.

Implementation

Enrolment Criteria

When the number of enrolment applications exceeds the number of places available at a school student/s are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood Government 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. In exceptional circumstances, students who can demonstrate compassionate grounds to the Department of Education and Training.

Proof of Residency

To assist Debney Meadows Primary School in assessing your child's eligibility for enrolment, please include in your enrolment application original or certified copies of:

1. Rental agreements with RTBA bond receipt or unconditional contracts of sale

AND

2. A copy of two of the following (current):
 - electoral enrolment confirmation

- council rates notices
- utility notice
- other official documentation that demonstrates permanent residency at that address such as a driver's license or health care card.

Documents should show the same address and parent's/carer's name as recorded on the school enrolment application form.

Optional: On request, you may also be required to complete a statutory declaration confirming the student is living in the address provided in the enrolment application and that the arrangement is genuine and intended to be permanent.

Note: Enrolment applications may not be successful if the requested documentation is not provided.

When assessing enrolment applications, Debney Meadows Primary School may make the following enquiries to verify the information provided about a student's permanent residence:

- Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- Checking with a real estate agent
- Checking whether the contact landline phone number provided is registered to the residence provided on the enrolment form
- For a rental property which is a studio apartment or a one-bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment.

Note: If, after reasonable enquiries, the Principal does not accept that the address provided on the enrolment application form is the genuine permanent residence of the student, the enrolment application may not be successful.

After a placement offer is made to the student/family, the student's permanent residence changes or it comes to light that the address provided on the application form was not the genuine permanent residence for the student, a school may only withdraw a placement offer in the following circumstances:

- The placement offer made to the student expressly states that the offer may be withdrawn prior to the first day of attendance
- If the student's permanent place of residence changes or the school becomes aware that the address provided on the application form was not the genuine permanent residence for the student; and
- The new address is not within the designated neighbourhood area for the school.

Review cycle and evaluation

This policy was last updated on 21 May 2019 and is due to be reviewed every 3-4 years.