



Mypolonga Primary School



- Enrolment Policy -

At Mypolonga Primary School staff, parents and students work together to make our school a happy, safe, success-orientated learning environment which encourages all students to become responsible and self-directed learners.

1. Mypolonga Primary School agrees to enrol students for whom this school is their school of right.
2. Mypolonga Primary School agrees to enrol the siblings of students who are already enrolled at the school.
3. Mypolonga Primary School agrees to enrol students who have another school of right provided that our classes are not filled to capacity at the time of commencement of school.
4. Mypolonga Primary School will continue to record student names in advance (pre school students) from outside the zone provided these families understand that if, on the year/term of actual enrolment, the class in question is at capacity, the school may not be able to enrol that child.

Students will be placed on a waiting list, and accepted using the following criteria, sourced from the DfE placement procedure (July 2024, pg 32-33).

- Social and family links
- Distance from the school
- Transport or locations convenience
- Curriculum
- Special consideration significant extenuating family or individual circumstances

With the Principal's decision being final.

5. Students who have Mypolonga Primary School as their zoned school of right, and are over 5km from school, are eligible to travel to and from school by bus. Transport for other students on bus is subject to availability. Please contact the Principal for more information.

This policy is designed to allow the school to maintain manageable and fair class sizes and distribution of school resources.

This policy was developed in consultation with the Mypolonga Primary Governing Council, Principal and Staff of Mypolonga Primary School and the Regional Director.

Proof of residency will be required as detailed below, in line with the Department for Education guidelines. You must give your child's primary permanent home address, not a commercial, postal or mailing address.

Proof of residency requirements are:

For parents who own their own residence, they must provide the following two documents in their name:

- A copy of the contract of sale for the property (or a recent council rates notice), and
- A recent gas or electricity bill for that property.

For parents who rent their residence, please note:

- For students applying to start school for the next school year, the rental agreement must be current and cover the entire next school year.
- The rental agreement must be for the entire property. The renting of a room or rooms is not considered a primary place of residence.
- If your child is living with a relative or friend, the school will ask for supporting documents such as a parenting order from the family court confirming that the relative or friend is the child's legal guardian.
- The school or preschool might ask you for other supporting documents to verify your child's address.

You must provide the following three documents in the parent/s or carer's name:

- A rental agreement that covers the first 12 months at the school, and
- A bond receipt lodged with Consumer and Business Services, and
- A recent gas or electricity bill for that property.

All schools will ask for current residential documentation when they make an offer to enrol and this may include additional documentation to determine the legitimacy of the application.