

## **ENROLMENT POLICY**

### **RATIONALE**

The Board of Trustees and staff of Kamo Primary School are committed to providing quality education for all children in the school. There is an optimum roll figure that is determined by the physical resources of the school. Above this, the quality of education delivered to the children is diminished. This enrolment scheme aims to avoid overcrowding by managing the number of children enrolled at the school.

### **Objectives**

- To maintain the highest possible standard of education delivery to the children attending the school.
- To avoid overcrowding at the school.
- To ensure that undue pressure is not placed on the resources of the school
- If required, to limit numbers of children enrolling, using pre-established criteria.
- To give priority of entry to those children living within the school zone.
- To maintain some flexibility in enrolments, in order not to exclude more children than is necessary to meet the above objectives.

### **The Kamo Primary School Home Zone**

All students who live within the home zone described below and shown on the zone map shall be entitled to enrol at the school. A proof of address is required. The zone description and zone map will be available on the school web site and from the school front office.

### **Out of Zone Enrolments**

In September the Board of Trustees & Principal will determine the number of places, which are likely to be available in the following year for the enrolment of students who live outside the home zone.

Numbers will be considered for each year level. If it is considered that there will be places available an advertisement will be placed in a local paper and this will be reported to the Board of Trustees. The school will advertise at which level places are available (if any) in a newspaper circulating in the area served by the school.

The notice will indicate:

- The year levels, with the number of vacancies available
- How applications are to be made
- The date by which all applications must be received.
- The ballot date
- How applicants will be notified

**Application for enrolment will be processed in the following order of priority:**

**(Order of priority may change due to circumstances)**

- First Priority will be given to applicants who are accepted for enrolment in a special programme run by the school.
- Second Priority will be given to applicants who are siblings of current students at the school.
- Third Priority will be given to applicants who are siblings of former students of the school.
- Fourth Priority will be given to applicants who are children of a former student of the school.
- Fifth Priority will be given to applicants who are children of an employee of the board of the school or a child of a member of the board of the school.
- Sixth Priority will be given to all other applicants.

If there are more applicants in the second, third, fourth, fifth, or sixth priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 1 I G (1) of the Education Act 1989

**Reviewed: Term 3 2016**

.....**Chairperson, BOT**

**Review date: Term 3 2019**