

PLACEMENT & ENROLMENT POLICY

PURPOSE

The purpose of this policy is to set out how our school will manage enrolment applications from families that are inside and outside of our school zone, preferred class sizes and the capacity of the school.

SCOPE

This policy applies to:

- All families who wish to submit and enrolment application at Boisdale Consolidated School.

POLICY

As Boisdale Consolidated School is a Victorian Government school, this policy to align with the Department of Education and Training's (DET) Placement Policy. More information regarding DET's placement policy is updated annually and can be found from the following webpage:

<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx>

Right to attend the designated neighbourhood school

Eligible children have the right to be admitted to their designated neighbourhood government school, irrespective of the school's student population capacity.

Our school zone

Our school zone is available on findmyschool.vic.gov.au which hosts the most up-to-date information about Victorian school zones.

Students residing in this zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address.

The Department provides guidance through the [Placement Policy](#) to ensure that students have access to their designated neighbourhood school and the freedom to choose other schools, subject to facility limitations.

You can find more information and answers to frequently asked questions on the Department's website under [School zones](#).

Attending a school that is not the student's designated neighbourhood school

Students are able to apply for a place at a school that is not their designated neighbourhood school. All students who seek enrolment in a school outside of their designated neighbourhood school should be enrolled in that school, if there is sufficient capacity at the school to accommodate all students who apply.

Placement when there are insufficient places for all students who seek entry

Where there are insufficient places at a school for all students who seek entry, students are enrolled according to the DET Placement Policy's priority order of placement, which has five criteria.

1. Students for whom the school is the designated neighbourhood 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. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school.

Boisdale Consolidated School will ensure that all applicants eligible under a criterion have been offered a place before moving to consideration of the next applicant. All students for whom the school is the designated neighbourhood school are guaranteed a place.



Boisdale Consolidated School

Compassionate Grounds

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Schools are permitted to assess and make a determination for exceptional applications on a case-by-case basis.

Due to the historical significance to the school, an out of zone application from a student whose permanent address resides in Coongulla, Tinamba, Llowalong, Newry and Valencia Creek may be considered under compassionate grounds.

School Capacity Class Size Models

Total number of classrooms available in the school: 12 (including no entitlement building)

Boisdale Consolidated School will utilise one of the following models from one year to the next dependent on student numbers to determine the capacity of the school based upon preferred class size numbers.

Model 1

Prep Support: 1 classroom

- Desired maximum class size: 16

Prep-Grade 2: 5 classrooms

- Desired maximum class size: 22
- Maximum number of students: $22 \times 5 = 110$

Grade 3-Grade 6: 6 classrooms

- Desired maximum class size: 26
- Maximum number of students: $26 \times 6 = 156$

Total Capacity: 282

Model 2

Prep Support: 1 classroom

- Desired maximum class size: 16

Prep-Grade 2: 6 classrooms

- Desired maximum class size: 22
- Maximum number of students: $22 \times 6 = 132$

Grade 3-Grade 6: 5 classrooms

- Desired maximum class size: 26
- Maximum number of students: $26 \times 5 = 130$

Total Capacity: 278

School Capacity Exhausted

When the total capacity of the school is reached, further student enrolment applications will only be permitted under the following circumstances:

- Students for whom the school is the designated neighbourhood school.
- Students with a sibling at the same permanent address who are attending the school at the same time.
- Compassionate grounds are accepted.

REVIEW CYCLE

This policy was last updated on July 2021 and is scheduled for review in July 2022.

Boisdale Consolidated School



Exciting news—We are growing!!

After a number of years of steady growth in the junior year levels, our school is continuing to grow! In 2021 we increased our classroom numbers from 10 to 12 classes and our total student population is greater than 240 students.

With this growth, we are nearing our capacity and whilst we will endeavour to provide spaces for all students/families who wish to enrol at Boisdale, from 2022 onwards, families who reside outside of our school zone may have to go on a waiting list if we have reached our capacity figure. However, students who have a sibling in the school will automatically be given a place. Students who reside outside of our school zone, but live in areas of historical significance to the school may also be granted a place based on compassionate grounds.

Our capacity figure is determined on an annual basis for the following year depending on individual cohort numbers across the school.

So what does this mean for families who want to enrol their children at Boisdale in the future?

Firstly, please visit the Find My School Zone website, <https://www.findmyschool.vic.gov.au/> to determine whether you reside in or outside of our school zone. Once you have done this, please refer to the table below to help determine your eligibility to enrol at Boisdale.

In Zone/Out of Zone	At Capacity/Not at Capacity	Eligibility
In Zone	At Capacity	Guaranteed a place
In Zone	Not at Capacity	Guaranteed a place
Out of Zone (sibling already enrolled)	At Capacity	Guaranteed a place
Out of Zone (sibling already enrolled)	Not at Capacity	Guaranteed a place
Out of Zone	Not at Capacity	Guaranteed a place
Out of Zone	At Capacity	Put on waiting list-discuss options with the school as a place may be granted based on individual circumstances or compassionate grounds

Please note that enrolments for future years can also be received by the school at any point to assist families in avoiding disappointment. For any further information regarding future enrolments please do not hesitate to contact the school office on 5145 4391 or by emailing boisdale.cs@education.vic.gov.au

Regards,

Dan Clark,

Principal