Enrolment policy and process

Rationale
Rose Park is a zoned school and is at capacity. Enrolment into the school is at a premium. The school needs to carefully manage enrolments to ensure zoned students have allocated vacancies, while ensuring out of zone students can add to the income of the school through the DECD budgeting process. The end goal is long term sustainability of adequately filled classes while maintaining a balance to ensure class sizes work under but near the DECD class size policy (26 in JP, 30 in 3-7), and an overall school population not higher than 500 and not less than 400.

Policy
The zone of right will be enforced as the main criteria for student enrolment. Proof of residency is required e.g. rental or sales agreement, or utilities bill. Students outside of zone may be considered against the following criteria if vacancies exist:
- International and interstate students intentionally moving to the Rose Park School as a selected destination
- Sibling rights
- Educational needs, such as specialist music or Japanese language
- Personal circumstance – with each matter dealt with on a case by case basis
The principal's determination is final. Appeals can be lodged at the Regional office.

Process
1. Families attend either a school tour or arrange a personal tour with school leadership. School tours occur in week 5 of each term.
2. For siblings, please contact the Front Office for Enrolment forms. Note- parents of sibling enrolments are welcome to join the tour
3. Where the enrolment policy is met and the principal's approval is granted, applicants are provided an enrolment form for submission
4. On receipt of the enrolment form, school will provide acceptance in writing – copy of acceptance letter attached – Appendix 1
5. For reception students, in the term prior to commencement for beginning school students, a transition letter will be mailed home offering 2 Friday transition visits. The first 9.00 am to 10.15, and the second 9.00 am to recess (including recess).
6. For students transferring and already attending other schools, a negotiated start time will be determined. The uniform must be obtained prior to the child's school commencement.
7. All students will receive within 2 weeks of commencing an entry interview form, to be returned to the office (Appendix 2)

Zone of right – Appendix 3

“A learning community encouraging achievement and embracing diversity”
ROSE PARK PRIMARY SCHOOL
ENROLMENT ZONE

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