



BURNSIDE
Primary School
Inspired minds thrive

ENROLMENT, PLACEMENT AND ADMISSIONS POLICY

Rationale

Burnside Primary School is a new primary school in the Burnside area. The school will accommodate up to 475 students from Prep to Year 6. State 1 of the project will open Term 1, 2019. The school received an additional \$5.6 Million in the 2018-19 State Budget for State 2 of the Project, which is the construction of the Performing Arts and Physical Education facility. All children enrolling at our school deserve a smooth transition that enables them to become part of our school with minimum disruption and maximum support.

Aims

To ensure that Burnside Primary School

- Enrols eligible students
- Maintains enrolment and admissions data
- Provides an efficient process of enrolment that satisfies the needs of both the students and the school

Implementation

Enrolment and placement priority

All families may submit an enrolment form for their child, however placement is not always guaranteed.

The priority order of placement at Burnside Primary School is:

1. Students for whom the school is the designated neighborhood school. Placement for these students is automatic and guaranteed.
2. Students with a sibling attending the school at the same time and living at the same permanent address. Placement for these students is automatic and guaranteed.
3. All other students, in order of closeness of their home to the school.
4. In exceptional circumstances, compassionate grounds.
5. Enrolment at Burnside Primary School complies with all laws relating to discrimination, equal opportunity, privacy and immunization.

Designated neighbourhood school

- In Victoria, all students have a designated neighbourhood school. This is the school nearest to the student's permanent address.
- In metropolitan areas, the nearest school is measured by a straight line from the student's permanent address.
- Each designated area is defined by a designated neighbourhood boundary.

- Designated school area map (Burnside Primary School is the centre area (please see next page): This website may assist in identifying if you are within the designated school area: <http://melbourneschoolzones.com/>
- For further clarification please contact the school.

Student enrolment age

Schooling is compulsory for students aged from 6 – 17 years unless an exemption has been granted.

Specifically, students who are:

- at least 5 years of age by 30 April of the year of enrolment; or are under 18 years of age as at 1 January of the year of enrolment.

Early age entry must be:

- requested in writing to the regional director by parent/guardians
- approved in writing by the regional director
- approved by the principal, where students are transferring from an interstate school to a Victorian government school, and on receipt of evidence (to their satisfaction) of previous enrolment and full-time school attendance.

Review Cycle

This policy was last updated on August 2020 and is scheduled for review in [month/year].