

ENROLMENT MANAGEMENT PLAN

[SCHOOL NAME] SCHOOL

as at [month and year]

A school that has reached 85 per cent operating capacity must develop an Enrolment Management Plan as outlined in the [Enrolment Management and Priority Enrolment Guidelines](#). The school has 10 business days to submit its Enrolment Management Plan to the Regional Director for endorsement. Enrolment Management Plans are to be submitted to the Executive Director (North/South) for approval. Independent public school plans are approved by the Chief Executive, or delegate. Approved plans are to be published on the school's website.

[insert school name] recognises its obligation to ensure students living within the priority enrolment area have access to educational services and facilities at this school. Current enrolments are at a level requiring the school to place restrictions on out-of-priority enrolment area enrolments to ensure that it meets its educational obligations to local students.

This Enrolment Management Plan is aligned with the Department of Education Enrolment Management and Priority Enrolment Guidelines and outlines the measures that are currently in force at [insert school name].

Operational capacity

The maximum operational capacity of the school is [insert amount] students.

The current number of enrolments at the school is [insert amount] students.

This equates to [insert per cent] per cent operational capacity.

Current statistics

Current student numbers by year level are:

Complete the relevant section based on the school's student enrolments. PEA = priority enrolment area. Middle and senior secondary schools may also be required to provide statistics regarding student enrolments in subjects provided at the school.

Primary School	Year level	Students from inside PEA	Students from outside PEA	Total students	No. of classrooms
	Transition				
	1				
	2				
	3				
	4				
	5				
	6				

Middle School	Year level	Students from inside PEA	Students from outside PEA	Total students	No. of classrooms
	7				
	8				

	9				
Senior Secondary School	Year level	Students from inside PEA	Students from outside PEA	Total students	No. of classrooms
	10				
	11				
	12				

Specialised programs

Program Name	Details
<i>e.g. dance, gifted and talented, hearing impaired</i>	<i>Enter details of specialised programs that the school runs, the current capacity of these programs and current number of enrolled students.</i>

Priority enrolment area

The priority enrolment area is outlined in the attached map. The number of students currently enrolled who reside outside the priority enrolment area is [insert amount] students.

Population growth forecasts

Enter in details of forecast population growth within the priority enrolment area. Principals should seek the advice of the Senior Director Planning and Infrastructure in completing this section.

Assessment criteria

Enrolment applications for a student who **resides within** the priority enrolment area will be accepted. Parents who wish to enrol a child in the school must demonstrate that the student's primary place of residence is within the priority enrolment area.

All enrolment applications for students who **reside outside** the priority enrolment area will be assessed using the following criteria:

Enter the school's criteria; for example:

- (a) Whether the student currently attends a school in the local priority enrolment area.*
- (b) Siblings of current students at the school.*
- (c) What special considerations will be made for enrolments in a specialised program offered by the school?*
- (d) Individual year level and subject level operational capacity.*

Priority enrolment area enrolment contingency

A [insert amount] per cent contingency is reserved for students within the priority enrolment area. Once the operational capacity has reached [insert amount] per cent, all applications for enrolment from students residing outside the priority enrolment area will be declined.

Enrolment management strategies

The following enrolment management strategies will apply while this Enrolment Management Plan is in force.

1. Strict adherence to the priority enrolment area assessment criteria for acceptance of future enrolments.
2. Advise families, in writing, that acceptance of a student into a preschool outside the priority enrolment area does not guarantee acceptance of that student into the school for Transition and beyond.
3. Increasing capacity through maximising the use of available infrastructure. *Consideration of sharing classroom space with other school facilities should be given. For example: Outside School Hours Care service, dedicated music room, stage/drama area.*

Additional strategies being undertaken by the school include:

4. [Insert strategy]
5. [Insert strategy]

Date to be published

The Enrolment Management Plan for [insert school name] will be published on the [insert date] on the:

- [insert school name] website

Review

This Enrolment Management Plan will remain in force until enrolments fall to seventy-five per cent, or below, operational capacity. The plan is to be reviewed annually or more frequently if required to reflect a significant change in enrolments and/or the operational capacity of the school.

Approval

Prepared by:	
----- Principal name and signature	----- Date
Endorsed by:	
----- Regional Director name and signature	----- Date
Approved by:	
----- Executive Director or Chief Executive name and signature	----- Date