



Tasmania
Explore the possibilities

MONTAGU BAY PRIMARY SCHOOL ENROLMENT POLICY

At Montagu Bay Primary School we believe;

- All students living within an intake area are entitled to enroll at the Government school in that area.
- There are optimum numbers for our classes which we try to maintain.*
- There may be reasons why parents seek to enroll their children at an out-of-area school.
- Learning Services may identify a student as having exceptional circumstances and direct an enrolment to our school.
- The Director of Government, Education & Training can direct an enrolment to our school.

Implementation;

- All students in our intake area, or who have siblings at the school, or are residing with current students under care orders are entitled to enrol at Montagu Bay.
- Before accepting an Out-of-area (OOA) enrolment, the Principal must determine if the school has the capacity to take them, ensuring potential in-area enrolments throughout the year will not be impacted, and must consult with Rose Bay High to determine if they have the capacity to take the enrolment for their High School years.
- Expression of Interest (EOI) Forms are given to OOA families who wish to enrol, even if the school has capacity to accept the enrolment.
- Families who express interest in an OOA enrolment must be encouraged to also enrol at their local school in case their application is unsuccessful, OOA EOIs can only be accepted no earlier than 12 months before the intended start date. All documents must be retained, including the enrolment decision.
- OOA enrolments are prioritised in the following order;
 - a home educated student living in the intake area seeking part-time enrolment
 - a student's home is in *very close* proximity to the school's intake boundary
 - the student needs to access formal or in-formal out-of-school care close to our school
 - the parent's workplace is in close proximity to our school
 - the student is home educated living outside of our intake area and seeking part time enrolment
 - enrolment as agreed by the Learning Service, upon application by the Principal

If several OOA enrolments meet criteria equally then the order in which they were received is used to determine priority.
- Parents of P-6 students are notified of the OOA decision by the end of Week 2, Term 4. Kindergarten EOIs are decided in 2nd Term to allow the students to attend Pre-Kinder. Successful applicants MUST accept the enrolment within 14 days of being notified by submitting a standard Enrolment Form. Unsuccessful applicants can seek a review in writing through the Learning Service within 14 days of being notified.

*Optimum Class Sizes at Montagu Bay; Kindergarten: 22 P-2: 25 3-6: 28