

# ARANDA PRIMARY SCHOOL ENROLMENT MANAGEMENT PLAN

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## Overview

The School Enrolment Management Plan (SEMP) explains the conditions under which students may be accepted subject to requirements or limitations in:

- The Education Act 2004
- Education and Care Services National Law (ACT) Act 2011

The School Enrolment Management Plan is supported by:

- [Education Participation \(Enrolment and Attendance\) Policy](#)
- [Enrolment of Students in ACT Public Schools Procedures](#)

## Priority Enrolment Area

A school's Priority Enrolment Area (PEA) is the geographical area from which the school is to have its core intake of students. The school Principal will hold places for those students who relocate to within the PEA throughout the school year. The PEA map defines the area for Aranda Primary School which is available at

[http://www.det.act.gov.au/school\\_education/enrolling\\_in\\_an\\_act\\_public\\_school/priority\\_placement\\_areas](http://www.det.act.gov.au/school_education/enrolling_in_an_act_public_school/priority_placement_areas).

**Note:** In 2013, the school requested through the Office for Schools and the Performance and Planning Division for our PEA to reflect current enrolment pressures. The school requested that Aranda Primary School PEA be restricted to the suburbs of Aranda and Bruce (west of Hayden Drive) as the school has reached its operational capacity. From 2014, Aranda Primary School is only accepting enrolments from families who have a permanent residence in the suburb of Aranda or Bruce (West of Hayden Drive). Enrolment applications from families who live outside these areas are accepted if they currently have a child enrolled at Aranda Primary School. Enrolments from the shared zone of Cook are subject to enrolment and capacity information at both Macquarie and Aranda Primary Schools. Cook families will be accommodated between Aranda and Macquarie Primary Schools depending on enrolment figures at both schools.

## Capacity of School

- The operational capacity of the school (K-6) is 495
- The school's total capacity (stated by ED) is 550

Aranda Primary School currently has the official total capacity of 550 students, K - 6. This is broken down into the following capacities: Kindergarten to Year 2 – 275 students (that is using a calculation of 25 per class); Year 3 to Year 6 – 275 students (that is using a calculation of 25 per class). Aranda Primary School currently has 22 classroom spaces. Over 7 year levels this classifies the school as a three stream primary school.

Aranda Preschool has a capacity of 75 students in 2015 with 3 preschool sessions. Preschool enrolments will be determined accordingly and in consideration of current enrolment numbers K - 6. Aranda Primary School will run 4 preschool sessions in 2016 with a capacity of 88 students in line with the National Quality Standards. Aranda Preschool will run 3 sessions in 2017 with a capacity of 66.

Enrolment of students from outside the PEA are managed to ensure that the total current and forecast enrolments do not exceed the school capacity.

- Non PEA enrolments are **not** accepted at Aranda (have not been accepted since 2010)
- Three Preschool sessions will be offered each year to help manage enrolments in the Primary School

**Preschools with high and excess demand:** In consultation with local area schools principals will:

- nominate local area schools that have identified capacity; and
- in conjunction with local schools and SNL, develop a strategy to accommodate all students.
- **Please note:** Any child enrolled at an out of area school due to capacity issues at their priority enrolment (PEA) area school will return to their PEA school for Kindergarten. If Aranda Preschool accepts non PEA families in order to ease enrolment pressures on other schools, those families will re-enrol at their PEA school for Kindergarten.

#### **Shared Zone - Cook**

- Aranda and Macquarie Principals will communicate regularly to make sure Cook residents are catered for.
- Aranda and Macquarie to develop a strategy that communicates up-to-date vacancies.

#### **School Enrolment Limit**

The school is required to accommodate all students who live within its Priority Enrolment Area (PEA). Most students indicate their preference according to the [Timeline: Enrolment for Prospective Students in 2016](#) but the school has to allow spaces for those students who make an application for enrolment/transfer outside the timeline. Consequently the school is required to set a limit to allow for those additional students.

#### **The School Enrolment Limit is set at 90 % of the school's total capacity.**

The initial year of entry preschool capacity is 88 and the enrolment limit for 2016 is 80. In 2017 the Preschool will run 3 sessions with a capacity of 66 (this equates to an enrolment limit of 60 at the beginning of the school year). The Kindergarten to Year 6 capacity is 550 and the enrolment limit of 90% for these year levels is 495.

#### **Criteria for Enrolment/Transfer**

The school will make a decision on an enrolment acceptance based upon the information presented against the criteria. These are located at Enrolment of Students in ACT Public School Procedures at

[http://www.det.act.gov.au/school\\_education/enrolling\\_in\\_an\\_act\\_public\\_school](http://www.det.act.gov.au/school_education/enrolling_in_an_act_public_school).

#### **Review and Appeals processes**

The Review and Appeals Process is available in all schools. Parents who have been unable to gain an offer of acceptance are able to access a Review, Appeals Process and finally the ACT Civil and Administrative Tribunal. Parents should seek a formal review of their application prior to the submission of any appeal.