

## SCHOOL ENROLMENT MANAGEMENT PLAN (SEMP) Effective from 7 April, 2017

**Background:** Where high or low student enrolment trends are experienced or anticipated, schools will develop a School Enrolment Management Plan (SEMP) in consultation with their School Network Leader.

The purpose of the SEMP is to:

- inform school enrolment decision making
- provide enrolment/transfer clarity and transparency
- ensure that Education Directorate procedures form the basis of enrolment decisions making
- provide an opportunity for each school to articulate any enrolment practices that supplement Education Directorate enrolment priorities.

**Priority Enrolment Area:** A school's Priority Enrolment Area (PEA) is the geographical area from which the school accepts its core intake of students. The PEA table defines the area for each school 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)

Enrolment of students from outside the PEA are carefully managed to ensure that all students who reside in the PEA are accommodated.

### School Context

North Ainslie Primary School is an ACT government school which works within the parameters of the ACT Education Directorate policy framework. It is situated in an inner northern suburb of Canberra and is a culturally and linguistically diverse school because it is home to a mainstream primary school (P-6), and also to an Introductory English Centre for migrant and refugee children (IEC), and to a learning support unit for students with autism (LSUA). The main site at North Ainslie operates two fifteen hour preschool sessions. An additional preschool campus is located in the neighbouring suburb of Hackett, also offering two fifteen hour preschool sessions. The school also provides mainstream integration for a number of children with learning disabilities. Our school community is one which covers a broad socio-economic base. North Ainslie offers the International Baccalaureate Primary Years Program from preschool to year six.

### School capacity:

- The school's total capacity of the school is 660.

### Offers of place

Parents/guardians may submit enrolment applications at any time during the school year. However, parents/guardians are encouraged to make preschool applications for the following school year based on the Education Directorate timeline. The principal will accept enrolment applications and offer places according to the Education Directorate's enrolment criteria in the following order:

1. priority applications
2. enrolment/transfer considerations
3. other ACT residents
4. NSW residents.

### *Priority applications (as per Directorate guidelines)*

- Children who live in the school's Priority Enrolment Area (PEA) and/or ACT resident siblings of students concurrently enrolled at the school
- Children who live in a Shared Enrolment Zone
- Student well-being: where special enrolment/transfer consideration is requested, supporting documentation e.g. from a registered psychologist or medical specialist may be required.

ETD enrolment guidelines can be found in the **Parent Guide** at the following web address:  
[http://www.det.act.gov.au/school\\_education/enrolling\\_in\\_an\\_act\\_public\\_school/parent-guide](http://www.det.act.gov.au/school_education/enrolling_in_an_act_public_school/parent-guide).

The school is required to manage enrolment to allow places for students who move into the PEA throughout the year or make last enrolment. Consequently, the school is required to set a first round limit to allow for those additional students.

***In addition to the EDU enrolment priorities, the following considerations are relevant to this school. Noting that a majority schools will not have additional considerations or steps:***

Additional enrolment considerations

- *Based on recent enrolment demand, no non PEA enrolments to be accepted*
- *Based on recent enrolment demand, no NSW enrolments*
- *Four preschool sessions to be offered initially (two sessions at the North Ainslie site and two sessions at the Hackett site). Decisions about additional further preschools sessions will be made with neighbourhood schools and Director of School Improvement*
- *IEC student enrolment is managed by the school based on Education Directorate policy*
- *Students exiting the IEC return to their home school*
- *LSUA enrolments are managed externally by the Education Directorate's Central Placement process.*
- *Downer residents will only be enrolled if there is a sibling concurrently attending the school. The shared zone for Downer now consists of Majura and Lyneham Primary Schools only.*

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

- nominate local area schools that have identified capacity; and
- in conjunction with local preschools, develop a strategy to accommodate all students.

#### **Preschool session allocations**

Parents/guardians will be asked to nominate preferred preschool sessions when accepting their offers of placement. Decisions regarding placement in specific preschool sessions will be made by the principal according to the following criteria:

- the suburb of residence (families residing in Hackett will firstly be offered a place at the Hackett campus; families residing in Ainslie or Dickson will firstly be offered a place at the North Ainslie campus)
- the date of the parent/guardian's acceptance of offer of place, and
- any extenuating circumstances which require consideration (these should be included in the initial enrolment application).

Extenuating circumstances may include requests to attend a particular preschool session because:

- of existing childcare or work arrangements
- of transport issues, and/or
- a sibling is already attending school at the North Ainslie campus.

Families will be required to provide supporting documentation when requesting special placement consideration.

Agreed between school principal and Director of School Improvement (DSI):

**DSI name:** Judith Hamilton

**Principal name:** Tania Collis

**Signed:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_