



Darwin Middle School

Enrolment Management Guidelines

Darwin Middle School – Enrolment Management Guidelines

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1. Overview

Darwin Middle School recognises as its primary obligation, the provision of access to an appropriate educational service for students whose principal place of residence is within the school's Priority Enrolment Area.

All Northern Territory (NT) government schools, excluding distance education centres, must actively manage student enrolments to ensure sufficient operational capacity is reserved for students living in the school's Priority Enrolment Area.

There are limited vacancies at Darwin Middle School for students who live outside the Priority Enrolment Area due to the operational capacity of the school and these guidelines provide clarity on the selection process for these students.

2. Definitions

DoE

NT Department of Education

Operational Capacity

Operational capacity is the total number of students that the school facilities, infrastructure and staff can support, taking into consideration all programs offered by the school, while maximising the effective use of teaching, learning and ancillary spaces.

3. Priority Enrolment Area (PEA)

In general, the PEA for a middle school is determined by allocating primary schools to an associated middle school. These middle schools in turn, form the basis of a PEA for associated senior secondary colleges.

A PEA is determined by the Chief Executive of the DoE through a process involving consultation between the School Education Division, Performance and Data Management and Planning and Infrastructure business units.

The feeder primary schools for Darwin Middle School are:

- Parap Primary School,
- Larrakeyah Primary School,
- Stuart Park Primary School,
- Ludmilla Primary School and
- Belyuen School.

The PEA for Darwin Middle School can be accessed through the following link:

<https://education.nt.gov.au/policies/enrolment/priority-enrolment-area-maps>

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4. Enrolment Processes

4.1 Students living within the PEA

Any student, whose principal place of residence is within the school's PEA, is eligible for enrolment at Darwin Middle School.

Places for students who relocate to within the PEA throughout the school year will be made available.

4.2 Students enrolled in a feeder Primary School but not within the PEA

Students enrolled at one of Darwin Middle School feeder primary schools, who do not live within the PEA must have been enrolled at their feeder primary school for a minimum of twelve months to be considered for enrolment.

4.3 Proof of Residence

Parents of students who reside in the PEA or are moving into the PEA and whose child/ren have not been enrolled at a feeder primary school will be asked to provide a minimum 100 points as per the General Guidelines which includes proof of residency that they live in the PEA and that the child being enrolled also lives in the PEA.

General Guidelines

- All documents MUST be in the name of the enrolling parent/carer
- At least ONE Category A document is required
- A copy of the original documents is accepted
- All documents must be current, and addressed to the property (dated within the last 3 months)
- Personal references are not considered

Documentation

CATEGORY A - 50 points

- Electricity bill
- Gas bill
- Water rates
- Telephone (not mobile)
- Darwin City Council residential rates
- Proof of purchase of residential property
- Current lease – (must be 12 month lease)
- Electoral Roll

CATEGORY B - 30 points

- Drivers licence
- Motor Vehicle/Marine Vessel/Trailer documents (Registration/Insurance)
- Bank account
- Mobile phone account
- Union membership
- Superannuation documents
- Life Insurance documents
- Medical accounts

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CATEGORY C - 10 points

- Post Office – mail redirection
- Retail purchase/invoice with residential address
- Sworn Statutory Declaration

If the School Principal is not satisfied that the documentation provided by an applicant demonstrates adequately that the address stated is the student's principal place of residence, then the School Principal may request further sources of proof of residence, such as an additional utility bill (e.g. water) showing the same address.

The School Principal may also request a properly sworn Statutory Declaration from a legal representative from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place nominated in the enrolment application.

Please note that a false statement / assertion about the student's principal place of residence will result in the school refusing to enrol a student.

4.4 Enrolling students from outside the PEA

Darwin Middle School may accept students from outside its PEA if it has capacity to do so.

If the school is approaching or has reached eighty-five per cent of its operational capacity, then the school will consider the approval of applications for enrolment from students who reside outside the PEA in line with the following:

Priority criteria for accepting outside of PEA enrolments are in the following order:

Priority 1: Performing Arts

(Instrumental competency as required by the school through audition)

Priority 2: Outstanding Academic performance/achievements in Science & Mathematics

Priority 3: Leadership/Good Standing

(Exemplary achievements in any other discipline will be considered)

The following groups of students will be deemed as potentially eligible for enrolment, even though they may reside outside the school's PEA:

- Students enrolled at a feeder primary school for more than 12 months (behavioural history is required)
- Children and young people who are subject to child protection orders that grant guardianship or custody to the Chief Executive Officer of the Department of Territory Families and are homed within the PEA
- Students whose parent/s or legal guardian/s is employed by the school or schools within the PEA (behavioural history is required)
- Students that have a sibling currently enrolled at the school

Please note: Behavioural history is considered as a priority pre-requisite for any enrolment.

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4.5 Decisions on Enrolment

The School Principal or his/her delegate is responsible for all decisions on enrolments.

Where the School Principal or his/her delegate forms a preliminary view that an application will not succeed, parents will be notified.

The School's Enrolment Management Plan is reviewed internally each year, and if required, updated to reflect any changes to enrolment capacity.

For further assistance, please refer to the frequently asked question sheet or contact the school's Student Enrolment Manager on 89425200.

- *These guidelines are aligned with the provisions established under Sections 77, 78 and 79 of the Education Act and Section 17 of the Education Regulations.*
- *The School Enrolment Management Guidelines are supported by:*
 - *DoE Enrolment Eligibility guidelines*
 - *DoE Enrolment Enforcement guidelines*
 - *DoE Enrolment Management and Priority Enrolment guidelines*
 - *DoE Enrolment procedures.*