

Enrolment Management Plan



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1. Purpose

The primary obligation of Darwin Middle School is to provide access to appropriate educational service for students whose principal place of residence is within the priority catchment area.

The Darwin Middle School Enrolment Management Plan provides details on how the school manages student enrolments.

This Enrolment Management Plan is consistent with the Department of Education's [Enrolment Management and Priority Enrolment Guideline](#).

2. Applicability

This Enrolment Management Plan is applicable to students and families who are seeking enrolment at Darwin Middle School, the current school community, teachers and staff who administer enrolments.

3. Governance

The Northern Territory Government provide Legislation and policy via the Department of Education. This directs Darwin Middle school to adopt local policy, procedure and guidelines to support school operations.

An independent school board develops and drives the school's strategic agenda and sets their strategic vision. The School Board provides an independent viewpoint of how relevant legislation and national frameworks are applied. This strategic oversight ensures that the school's policies and programs align with both the law and contemporary national practices.

This strategic vision is then operationalised by the school who develops, implements and manages local policy, procedures and programs.

4. Legislation

Legislation	Education Act (NT) 2015
	Education Regulations 2015 (NT)
Resources	Enrolment Management and Priority Enrolments Guideline

5. Document Suite

This document forms part of a suite that includes the following documents:

- Darwin Middle School Enrolment Management Plan

6. Roles and Responsibilities

Department of Education is responsible for:

- Determining and reviewing priority enrolment areas
- Provide written notice to the Principal of any amendment to a school's priority enrolment area.
- Endorse and approve Enrolment Management Plans for Independent Schools

School Board is responsible for:

- Providing strategic oversight and vision to support the school to achieve its primary objectives.
- Monitor school policy, supporting with review initiatives to cultivate a culture of continuous improvement.

Principal is responsible for:

- Developing and implementation of an approved enrolment management plan when the school reaches 85% operational capacity.
- Managing school enrolments to ensure sufficient operational capacity is available for eligible students who live within the priority area.
- As the accountable officer, provides the final decision regarding enrolment matters and/or requests that may be outside this policy.

Assistant Principals are responsible for:

- Facilitating enrolment interviews where necessary.
- Providing a second point of contact for incoming families/students regarding their enrolment application.
- Providing advice to the Principal with regards to enrolment applications that are to be escalated.
- Acts as the Principals delegate.

Enrolment Officer is responsible for:

- Administering the school enrolment process.
- Providing a first point of contact for incoming families with regard to enrolment applications.

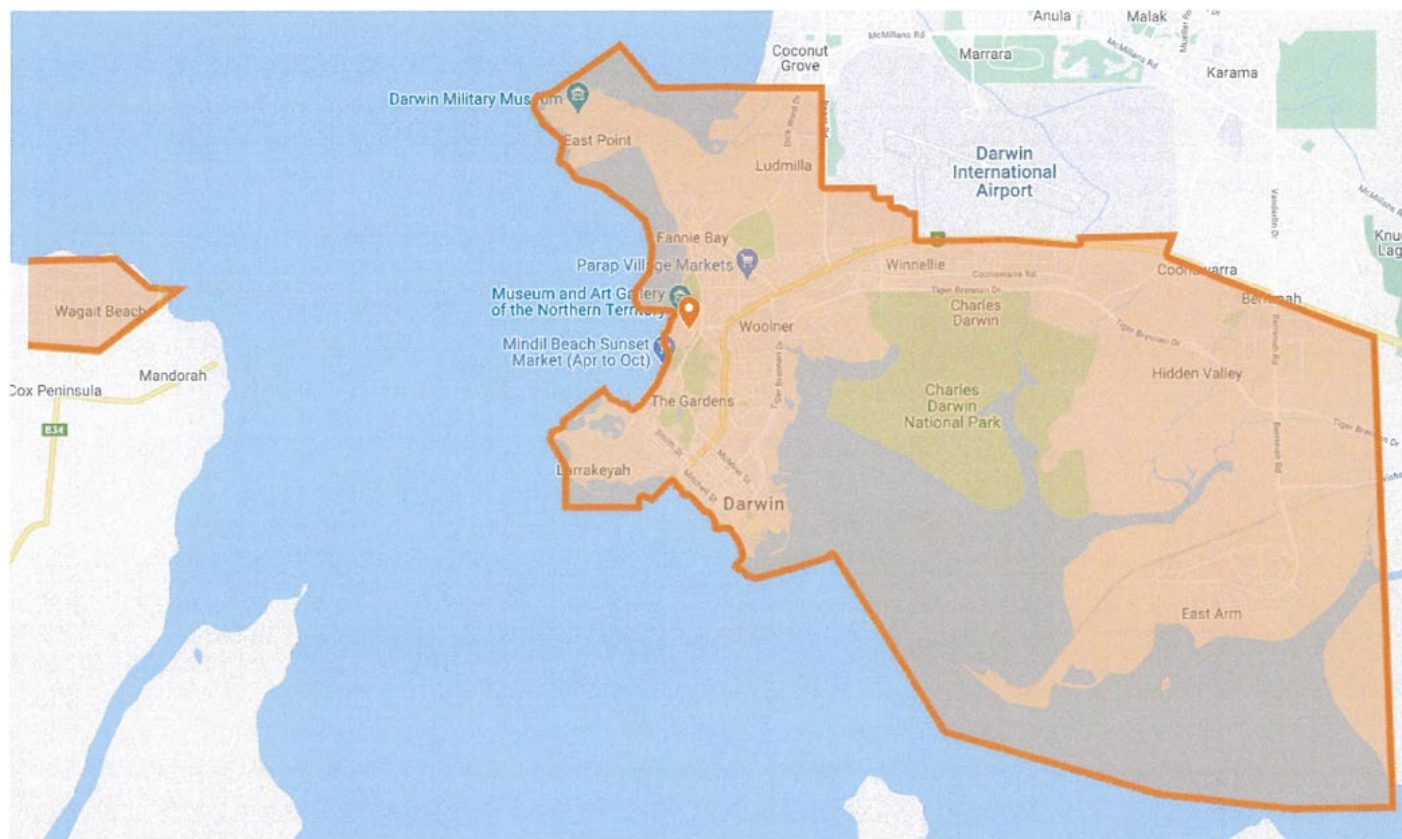
7. Policy details

7.1. Priority enrolment areas

The priority enrolment area for a middle school is determined by the primary schools located within a specific area. This is determined by the Chief Executive Officer of the Department of Education via process of consultation that considers current and future demographics and infrastructure.

The feeder primary schools for Darwin Middle School are:

- Parap Primary School
- Larrakeyah Primary School
- Stuart Park Primary School
- Ludmilla Primary School
- Belyuen School



Priority Enrolment Area

7.2. Operational capacity

Darwin Middle School has operational capacity for 851 students. A 15% contingency is reserved for students within the priority enrolment area. Once the operational capacity has reached 85%, all applications for enrolment from students residing outside the priority enrolment area will be declined.

7.3. Enrolment process

7.3.1. Students living within the priority enrolment area.

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

Places for students who relocate within the priority enrolment area throughout the school year will be made available.

7.3.2. Students enrolled in a feeder primary school but not within the primary enrolment area.

Students enrolled at one of Darwin Middle School feeder primary schools, who live outside the priority enrolment area must have been enrolled at their feeder primary school for a minimum of twelve months to be considered for enrolment.

7.3.3. Proof of residence

Families who reside in the priority enrolment area or are moving into the primary enrolment area who have not been enrolled at the feeder primary school will be asked to provide a minimum 100 points as per the General Guidelines. This includes proof of residency that they live in the priority enrolment area and that the child being enrolled also lives in the priority enrolment area.

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 (landline only, not mobile)
- Darwin City Council rates notice
- Proof of purchase of residential property
- Current lease agreement (must be <12 months)
- 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

CATEGORY C

10 points

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

If the Principal is not satisfied that the documentation provided demonstrates sufficient proof of residence, further documentation may be requested. This may include a Statutory Declaration from the enrolling parent/carer. Please note that a false statement will result in the enrolment application being declined.

7.3.4. Enrolling students from outside the priority enrolment area

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

Priority criteria for accepting outside of the priority enrolment area are:

Priority 1: Performing arts (instrumental competency as required by the school through audition).

Priority 2: Outstanding academic performance/achievements in science and mathematics.

Priority 3: Leadership/Good Standing (exemplary achievements in any other discipline will be considered)

The following cohorts will be deemed as potentially eligible for enrolment, even though they may reside outside the school's priority enrolment area:

- Students enrolled at a feeder primary school for more than 12 months.
- Children who are subject to child protection orders that grant guardianship or custody of the Chief Executive Officer of the Department of Territory Families, Housing and Communities.
- Students whose parents/carers are employed by the school or within the schools priority enrolment area.
- Younger siblings of current enrolled students at the school will be considered.

7.3.5. Decisions on enrolment

The Principal or delegate is responsible for all decisions on enrolments. Enrolment applications must be submitted to the school complete, including all required documentation. Incomplete applications will not be considered and will be returned with a request to re-submit. A submitted application for enrolment does not guarantee a placement.

Where the Principal determines that an application for enrolment will not succeed, parents will be notified in writing. Correspondence will include the principal's determination, reasons and evidence of the decision and details of the administrative review process.

8. Compliance

The Principal will ensure this Enrolment Management Plan is complied with by all staff who administer the enrolment process.

Enrolment reports will be reviewed by the Executive leadership team each term or as required to monitor enrolment numbers and to identify any non-compliance with this Plan. Instances of non-compliance may be reviewed to determine if an amendment to this Plan is required.

9. Review

This Enrolment Management Plan will be reviewed annually or if there are significant changes to enrolments and/or the operational capacity at the school.

Document metadata

Document metadata		
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Author:	Sue Harley	
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