

ST BRIGID'S SCHOOL BOARD OF TRUSTEES PROCEDURAL STATEMENT

MANAGING STUDENT ENROLMENT

Rationale

Enrolment at primary school is compulsory. At St Brigids we are committed to managing our enrolments in a fair and transparent way, ensuring that we stay within our maximum roll.

Guidelines

- The maximum roll is currently 330.
- A pre-enrolment list for preference children is in place so that the school is aware of the possible numbers projected for the coming years.
- Pre-enrolments for each year are capped when the number enrolled matches the number of year 8 leavers plus attrition of 8 students a year (calculated on the past 5 year's average) and is within the maximum roll.
- A letter offering a place at the school is sent to families on the pre – enrolment list mid-year, the year before. Families are then asked to confirm the enrolment.
- Any places created by families declining the offer are given to those on the waiting list.
- Parents are asked to include details of younger siblings when the initial enrolment is made for the first child; this helps inform future planning for enrolment numbers.
- A preference waiting list is in place for new entrant and others children.
- A non-preference waiting list is available, however parents are told there is no likelihood of their children attending St Brigid's School

Considerations

- The school roll is managed to ensure that the siblings of those children who are currently at St Brigid's are able to attend, as inclusion and the importance of family, are values that underpin our school and are in line with our Catholic Character.
- It is also important to ensure that some new families are included in our intake each year to grow our diversity and to maintain growth into the future.

Conclusion

It is important to regularly review our waiting list and to monitor the numbers of students leaving in any given year to ensure that we manage our roll and remain within our maximum roll.