



# Department of Education & Training

North-Western Victoria Region

**Coburg Office**  
Level 2, 189 Urquhart Street  
Coburg Victoria 3058  
T: +61 3 9488 9488  
Locked Bag 2001  
Coburg Victoria 3058

**Greensborough Office**  
Level 2, 1 Flintoff Street  
Greensborough Victoria 3088  
T: +61 3 8468 9200  
PO Box 71  
Greensborough Victoria 3085

**Bendigo Office**  
7-15 McLaren Street  
Bendigo Victoria 3550  
T: +61 3 5440 3111  
PO Box 442  
Bendigo Victoria 3552

**Mildura Office**  
91 Pine Avenue  
Mildura Victoria 3502  
T: +61 3 5051 1333  
PO Box 10129  
Mildura Victoria 3500

COR 56450

Mr David Naismith  
Principal  
Craigieburn Primary School  
PO Box 88  
CRAIGIEBURN 3064

Dear Mr Naismith

I am pleased to advise that following consultation with you and the principals of surrounding primary schools, I have approved a limit to the number of PREP enrolments, 90 students per year and a total enrolment limit of 850 students.

Implementation of this limit should be in accordance with the Department of Education Training's Placement Policy as outlined in the School Policy and Advisory Guide:

<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx>

The Policy states that where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Where the regional director has restricted the enrolment, students who reside nearest the school.
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school.
6. In exceptional circumstances, compassionate grounds.

While the North- Western Victoria Region understands that Craigieburn Primary School currently has sufficient capacity to meet demand from within your designated neighbourhood boundary, you will need to carefully manage enrolments over the next few years to ensure that your enrolments fit within the overall capacity of your school.

The current process operating within the North-Western Victoria Region is that an approved enrolment limit will automatically carry forward to the following year, unless the annual internal review undertaken by the region discovers any changed circumstances that may impact on the

previous decision. Regional staff would discuss any suggested amendments with you prior to any decisions being considered.

Similarly, you may request an amendment to the agreed limits if circumstances change at your school.

If you require any further assistance or advice on this matter, please contact Mr Ben Essery, Senior Provision and Planning Officer, North-West Victoria Region, Department of Education and Training on 9488 9471 or by email [essery.benn.w@edumail.vic.gov.au](mailto:essery.benn.w@edumail.vic.gov.au).

Yours sincerely



**Claude Sgroi**  
Area Executive Director  
Hume Moreland Area  
North-Western Victoria Region

11 / 1 / 2019