MMG + Education

Education Best Practice Factsheet

The MMG Enrolment Review maps all key elements of the enrolment process and provides the Head of School with a detailed report of the school's position, gaps to best practice, areas for attention and recommendations. The key elements of the MMG review are detailed below:

1. Preliminary Review
Current Processes

2. Map current
Processes

3. In Depth Meetings &
Enrolment Statistics

- Align MMG processes and methodologies
- Meet Principal to discuss views and needs
- Meet staff involved with enrolments
- Map current enrolment processes
- Review enrolment disciplines
- Review collateral
- Review enrolment trends & waiting list
- In-depth discussions with key staff re views on enrolment effectiveness
- Identify areas of concern, improvement
- Collect enrolment and application statistics 2014-2015

Stages 4a - 4d

4a. Conduct 'Mystery' Enrolment Program

- Agree schools to be involved in 'mystery' enrolment
- Plan and prepare contact questions
- Conduct 'Mystery' enrolment
- Record processes and observations

4b. Review Other School Enrolment Collateral

- Identify Schools
- Collect fee information
- Collect collateral
- Import 'Mystery' enrolment experience

4c. Discussions with 'Acceptors' & 'Decliners'

- Analyse waiting list
- Select Prospective parents for meetings
- Discussions with prospective parents (acceptors/decliners) to ascertain views on process

4d. On-line Questionnaire for Prospective Parents

- Review prospective parent wait lists
- Design questionnaire
- Implement survey
- Collect information

Stage 5



5. Integrate findings into report and recommendations