



## **Enrolment Policy**

### **RATIONALE**

Linden Park Primary School (LPPS) affirms its commitment to student learning by enrolling students according to DECD policy and by placing students in the most suitable learning environment for each individual. This policy supplements the Department of Education and Child Development (DECD) 'School Enrolment Policy'. Refer to [www.decd.sa.gov.au/docs/documents/1/DecdSchoolEnrolmentPolicy](http://www.decd.sa.gov.au/docs/documents/1/DecdSchoolEnrolmentPolicy)) for further information including:

- Sibling Rights Rule
- Renting of Rooms
- Enrolment of Students with Separated Parents
- Students who claim to have a primary place of residence with a relative
- Enrolment of students in unzoned areas
- Gifted Students
- Australian Defence Force students
- Extended Enrolment
- Enrolment in Special Education Courses or Programs
- Home Educated Students
- Overseas Enrolments

### **ZONING RESTRICTIONS**

- LPPS is currently experiencing 'enrolment pressure' and is therefore implementing its school zone (see 'Primary School Zoning' on the DECD website [www.decd.sa.gov.au](http://www.decd.sa.gov.au)) . A zone map indicating the boundaries within which a student must live to automatically qualify for enrolment at LPPS is annexed to this policy.
- Families must provide evidence of their permanent and primary place of residence within the zone to enrol their children at LPPS (see 'General Enrolment Procedures' below).
- Request for exemption from the zone requirement may be made – such requests must be in writing and addressed to the Principal.
- The Principal may accept an enrolment of a student from out of the zone should there be eight or more places available in all required year levels (under the DECD Sibling Rights Rule, there must be places available at the year levels for all children who are enrolling from the same family).

### **RECEPTION ENROLMENTS (SAME FIRST DAY)**

From 2014 in South Australia, the minimum age for children starting school will be four years and eight months and the first day for starting school shall be at the beginning of Term One. As a consequence:

- Where a child turns five on or before April 30, they will start school on the first day of Term One of that year.
- Where a child turns five on or after May 1 they will start school on the first day of Term One the following year.
- Every child shall complete four terms of Reception before they go on to the rest of their primary schooling.

#### **RECEPTION TRANSFERS**

- Children who have started in Reception in a South Australian independent school and regularly attended for at least one term, may transfer in to Reception at Linden Park, subject to placement availability.
- Children transferring from an interstate school, and who meet the zoning criteria, will be eligible for enrolment in Reception at Linden Park subject to the following documentation being provided:
  - Proof of interstate residence, for example contract of sale, rental agreement, gas or electricity bill with the residential address.
  - A letter from the principal of the interstate school, acknowledging that the child meets the eligibility criteria for school attendance in that state and was enrolled in and regularly attended school for a term (or the equivalent), prior to transferring to South Australia.
- Children who have spent 2 terms in Reception will be placed in Reception again in the following year

## GENERAL ENROLMENT PROCEDURES

### Initial Inquiry

To assess initial inquiries for enrolment, LPPS requires the following information:

- Current/future address
- Child's name and date of birth
- Current school/kindergarten
- Visa details (if applicable)
- Intended start date/Year level

### Enrolment Meetings

Children and their families new to LPPS shall attend an 'enrolment' meeting with the Principal, Deputy Principal or nominated leadership staff to complete the enrolment process. Families must bring the following documentation to the meeting:

- Proof of child's identity/date of birth, for which the following documents will be accepted:
  - Passport
  - Birth certificate
  - Official Centrelink documentation stating the child's name and birth date
- Proof of residence within the LPPS zone. The following items are accepted as proof of residence:
  - A gas or electricity bill in the name of the parent or carer that shows a home address (not a business address) - phone bills and water rate bills are not accepted.
  - A copy of the contract of sale for the property (if the home is the permanent residence), or a rental agreement and a bond receipt from the Residential Tenancies Tribunal showing the current place of residence – the rental agreement should cover at least the first 12 months at the school.
  - If the student is living with a friend or a relative, evidence is required to show that the friend or relative is the student's legal guardian – this must include a Parenting Order from the family court showing that the relative or friend is the student's full-time carer.
- Visa details: Students who are in Australia on a temporary visa must present their visa and passport at the point of enrolment. NOTE: Students who are not Australian citizens or Australian permanent residents may be subject to certain conditions or fees based on their visa sub-class. For further information, parents/guardians should contact International Education Services (Telephone: +61 8 8226 3402, Email: decsisp@sa.gov.au).
- Any Health Care Plan, Court Orders or other documentation to support with the care of the child.
- Completed enrolment form.

The staff member conducting the meeting shall record the discussion and details about the student on a purple 'Enrolment Interview Sheet'.

### Placement Procedures

The enrolling student shall be placed in the most suitable learning environment, taking into consideration:

- The child's date of birth
- The number of students already in each class in a Year Level
- The complexity of each class in a Year level

Students who have not previously attended school in South Australia will be placed in a year level according to their date of birth in the first instance.

Changes to year level will only occur as the result of ongoing consultation between the student's parents and school staff.

# LINDEN PARK PRIMARY SCHOOL ZONE

