



ARDEER SOUTH PRIMARY SCHOOL

Enrolment Policy

Purpose:

To ensure Ardeer South Primary School provides enrolment access for students who reside within its community; as defined by the Department of Education and Training (DET) neighbourhood areas and set out under the conditions which students may be enrolled. The school Designated Neighbourhood Area (DNA) has been devised taking into consideration the location of other local Primary Schools.

Rationale:

This document outlines the procedure for enrolment at Ardeer South Primary School. This policy covers who is eligible to enrol, how to enrol and other related information. School Council will be responsible for monitoring the impact of increasing student numbers on the facilities.

Aim:

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.
- To provide each child residing in the school Designated Neighbourhood Area or with a sibling(s) currently at the school with a right to a place at this school.
- To provide clear and precise enrolment guidelines for parents wishing to enrol their children at Ardeer South Primary School.

Implementation:

School Tour information:

- School Tours will begin as of the beginning of Term 2.
- Where possible – families will be grouped 2 or 3 families at a time, at a convenient time for the Principal.
- Where possible – School Captains will support the Principal/Assistant Principal on School Tours (allowing 20 minutes at the end of the tour for families to ask additional questions).
- Upon arrival, families will complete an Enrolment Enquiry Form to confirm enrolment eligibility.
- School Enrolment Forms/Packs will be provided to families who reside in the Designated Neighbourhood Area (DNA). Those families not in the DNA will receive an 'Interim Enrolment' form to be retained on file if there is capacity to confirm the enrolment.

Enrolment Implementation:

- The School will comply with all government and department enrolment requirements and adhere to the DET policy.
- The enrolment policy of the school will take account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.
- Where there are insufficient places at Ardeer South Primary 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. For the purpose of student enrolment in Victorian government schools, the Department considers permanent place of residence is the address at which a child permanently resides at the time of enrolment. If a child resides at multiple addresses, the child's 'permanent residence' is the address at which the child spends the majority of his/her weekdays.
 3. Student lives closer to Ardeer South PS 'by road', than their nominated designated neighbourhood school.

*This policy is written in consultation with DET Guidelines.

4. All other students in order of closeness of their permanent residential address to the school.
5. In exceptional circumstances, compassionate grounds. (This basis will be determined by the Principal).

- Ardeer South Primary School will clearly communicate to parents/carers applying to enrol, that the enrolment application may not be accepted if the requested information/documentation is not provided.
- If requested, families must provide proof of residential address, such as a current rates notice, proof of residential purchase documentation, driver's license, two current utility bills, and/or rental agreements. A statutory declaration may form part of this documentation.
- All provisional enrolments will require the completion of the 'Ardeer South Student Enrolment Information Form' and Provisional Enrolment information form, with details entered onto CASES21 once enrolment has been approved. (The completion of this form does not guarantee enrolment as applications must be assessed against the five criteria)
- Enrolments will be assessed by the Principal before either being approved or placed on the waiting list.
- The Principal will organise the appropriate letters to be sent to the families notifying them of the outcome of the provisional enrolment in the third last week of Term 3.
- Students enrolling at the school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate.
- Students who are eligible to enrol may only commence at the start of the school year or at the commencement of Term 3. Exceptions to this may include:

-if the principal of the previous school is in agreement with the transfer

-or if there has been a change of address that places the student closer to the school than the previous school

-or if the student seeking enrolment is from a non-government school.

- The enrolment policy will be managed by the Principal.
- The Principal will establish the number of Prep enrolments each year.
- Students will be allocated to classes according to a combination of class size and student need.
- On confirmation of enrolment, the principal will contact the previous school.

General Communication

- Ardeer South Primary School Website will provide all the relevant enrolment information.
- Ardeer South Primary Schools office will also have hard copies of all enrolment information.

Evaluation

This policy will be reviewed every 3-4 years (review cycle).

Supporting DET Policy

<http://www.education.vic.gov.au/school/principals/spag/participation/pages/enrolment.aspx>

REVISION HISTORY

School Council approval not required.

Enrolment Policy					
Version	Date Created	Date Ratified at School Council (if required)	Revisions Made	Leader of Policy	Next Policy Review
1	June 2020	Not required	Creation of policy	Stuart Telford	June 2024
2					
3					