



DEANMORE PRIMARY SCHOOL  
ENROLMENT POLICY

UPDATED 2013



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## DEANMORE PRIMARY SCHOOL STUDENT ENROLMENT POLICY

Outlined below are the key points that must be followed when enrolling students in Deanmore Primary School who live within and outside our local-intake area. Enrolment procedures are mandated by the *School Education Regulations 2000* and the *Department of Education Enrolment Policy* and apply to all public schools to ensure equitable enrolment practices.

### ALL ENROLMENTS

#### **The Principal will:**

- accept all applications for enrolment using the *Application for Enrolment Form* and enrol **eligible children** using the *Enrolment Form*;
- assess applications for enrolment for the commencement of the following year from outside the local-intake area and for Kindergarten after the enrolment closing date (the first Friday of Term 3 each year);
- plan ahead for sufficient accommodation to be available to enroll eligible children;
- publish accurate information about enrolment specific to the school for parents;
- prioritise the enrolment of children according to the criteria set out in the *School Education Regulations 2000*;
- notify parents in writing of the outcome of enrolment decisions at the earliest opportunity if applying for the current year and within three weeks of the closing date for applications if enrolling for the following year;
- determine the year level placement of a child, in consultation with the parents and reflecting the emphasis on age appropriate placements; and
- notify the previous school (Education Regional Office for home education cases) by notice of transfer when the enrolment procedure is completed.
- Request evidence of residential address in the form of a lease agreement (minimum lease of 3 months; proof of ownership of property (rates notice, deeds) or statutory declaration prior to accepting student enrolments.

#### ***Please Note:***

***Enrolment is only permissible at one school (public or private) at a time.***

***Children undertaking a program delivered by a registered home educator can neither attend nor be enrolled at a school.***

***The assessment of a school's capacity to accommodate students should take into consideration the school's current resources including infrastructure and staffing. Future accommodation needs are to be considered when processing applications from students transferring during the year from outside the local-intake area.***

## **Pre-compulsory (Kindergarten)**

Applications must be considered in the priority order specified in the *School Education Regulations 2000*. Deanmore Primary School has a gazetted local-intake area. The principal will, where possible, accept enrolments for children who live in the local-intake area.

### **The Principal will:**

- receive applications for enrolment for Kindergarten from the beginning of the year prior to eligibility;
- assess all applications for enrolment for the following year after the enrolment closing date (first Friday of Term 3 each year) for applications for Kindergarten;
- not enrol students already enrolled in another public or private school (unless transferring);
- when the number of applications exceeds the places available at a non local-intake school, enrol children with priority given to the child who lives nearest the school; and
- when the number of applications exceeds the places available at a local-intake school, enrol children with priority given in the following order:

If the number of enrolment applications exceeds the number of available places at a particular local-intake school, priority for enrolment is in the following order:

- First priority - A child residing in the local-intake area for the school, with a sibling enrolled at the same school for that year, and who lives the nearest to the school.
- Second priority - A child residing in the local-intake area for the school, who does not have a sibling enrolled at the same school for that year, and lives the nearest to the school.
- Third priority - A child residing outside the local-intake area for the school, has a sibling enrolled at the same school for that year, and who lives the nearest to the school.
- Fourth priority - A child residing outside the local-intake area for the school, does not have a sibling enrolled at the same school for that year, and who lives nearest to the school.

***Please note: Enrolment in Deanmore Kindergarten does not guarantee enrolment at the school for the following compulsory year unless the child lives in the local intake area of the school.***

## **Compulsory years of schooling (Pre-primary to Year 7)**

*The compulsory education period from 1 January 2013 until 31 December 2013 is:*

- a) from the beginning of the year in which the child reaches the age of 5 years and 6 months; and
- b) until -the end of the year in which the child reaches the age of 17; or the student satisfies the minimum requirements for graduation from secondary school established under the *School Curriculum and Standards Act 1997*.

*The compulsory education period from 1 January 2014 is:*

- a) from the beginning of the year in which the child reaches the age of 5 years and 6 months; and
- b) until -the end of the year in which the child reaches the age of 17 years and 6 months; or the student satisfies the minimum requirements for graduation from secondary school established under the *School Curriculum and Standards Act 1997*; or the student reaches the age of 18.

Once the school has confirmed the number of local-intake area enrolments, and if the school has spare capacity, applications from children outside the local-intake area can be considered after the first Friday of Term 3 each year.

**The Principal will:**

- confirm that the child is not remaining in home education or continuing to attend another school;
- apply the following criteria in the compulsory years if the local-intake school has capacity to accommodate children from outside the local-intake area:
- First priority - A child who has a sibling also enrolled at the school in the current year and who lives nearest the school.
- Second priority - A child who does not have a sibling enrolled at the school in the current year and who lives nearest the school.

**Please Note:**

***Enrolment at a school in the compulsory primary years does not guarantee future enrolment at a specific secondary school including one in the vicinity of the primary school.***

***Qualification for enrolment into a specialist program is through a competitive selection process.***

**STUDENTS FROM OVERSEAS****The principal will:**

- view the student's passport or travel documents to identify the visa sub class;
- enrol students on permanent residence visas with the same entitlements as local students;
- enrol students on temporary visa sub classes that are entitled to enrol in public schools, as listed in the Enrolment of Students from Overseas Schedule with the same entitlements as local students;
- consider the enrolment of students on temporary visa sub classes that are to enrol as full fee paying students in accordance with Enrolment of Students from Overseas Schedule; and
- scan a copy of the relevant pages of the child's passport or travel document including the three digital visa subclass number into the child's enrolment record.

**Please note:**

***Parents of visa holder with label-free passports will be asked to provide a print out of their visas using Visa Entitlement Verification Online (VEVO) which is available at [www.immi.gov.au/e Visa/vevo.htm](http://www.immi.gov.au/e Visa/vevo.htm).***

***If parents request an interpreter, principals are obliged to arrange for an interpreter from a provider of interpreting and translating services to assist with the enrolment interview and/or if requested by the parents.***

**STUDENTS WITH DISABILITY****The principal will:**

- consider enrolment applications for children with disability on the same basis as all other applications and keep a place available if the application requires lengthy consideration;
- consider whether the student meets eligibility criteria for support services, resourcing or access to specialist provision;
- gather information about the student's disability and consider the school's capacity to provide an appropriate educational program;

- negotiate with the parents about the day on which the student will begin attending when the necessary teaching and learning adjustments are not immediately available at the time of enrolment;
- Coordinate applications for support, Resourcing or access to specialist provisions as required; and advise parents how to seek a review of a decision not to accept enrolment.
- Advise parents how to seek a review of a decision not to accept enrolment.

***Please note:***

***Students with disability can apply to enrol at their local school. They may also be eligible to enrol at an education support centre or school, or an inclusive school with specialist facilities. Students with Autism Spectrum Disorder or hearing impairment may be eligible to participate in specialist provision.***

## **ENROLMENT RECORDS**

The Principal or their nominee will confirm that:

- the application has been lodged by a parent
- evidence of a child's legal name, age, proof of address and any relevant current papers such as Family Court Order/s, parenting plans, country of residence and right to reside in Australia have been sighted;

***Principals may accept a maximum of three of the following as evidence of residential address:***

- *lease agreement – minimum lease of three months;*
- *proof of ownership of property (for example rates notice, deeds, mortgage);*
- *driver's licence;*
- *utilities bills; and*
- *Statutory declaration.*
- contacts provided are appropriate for emergency situations;
- details of any disability are included on the enrolment form;
- the Student Health Care Summary and any relevant health care authorisation/s are attached to the enrolment form; and
- the child's details are in the student file and on the enrolment register.

## **ENROLMENT DISPUTES**

**The Principal will:**

Provide written notice to the parents at the earliest opportunity if an application for enrolment needs to be declined or an enrolment cancelled; and if the decision is in dispute, advise the Regional Executive Director who will review the matter.

## **DECLINING APPLICATIONS FOR ENROLMENT**

**The Principal:**

- may decide to recommend that an application for enrolment be declined after considering eligibility requirements and the capacity of the school to provide an appropriate program;

- may directly decline an enrolment if the child is already enrolled at a school and the application is for an attendance period likely to be less than four weeks (s 75 School Education Act 1999); and will provide the parent with the *Request for Review of Application for Enrolment Decision Form*.

## CANCELLING ENROLMENTS FALSE, MISLEADING, OR CHANGED PARTICULARS

### **The Principal:**

May decide to cancel an enrolment if enrolment information supplied is false, misleading or out of date. The principal will provide both parents (and one if the second parent cannot be located) with:

- advance notice in writing of a proposed cancellation including the reasons for the decision;
- a reasonable opportunity to show why the cancellation should not be finalised;
- if cancellation is to proceed, written notice of cancellation including the date it applies; and
- Information on lodging a request for a review by the Minister for Education if not satisfied with the decision.

You can access the Department of Education Enrolment Policy which provides procedures and advice for the enrolment of students in public schools at the following link.

<http://www.det.wa.edu.au/policies/detcms/navigation/school-management/enrolment/>