



# ENROLMENT PROCEDURES

This procedure is applicable to: all students wishing to enrol at West Lakes Shore School R-7

## DOCUMENT CONTROL

<b>Managed by:</b> Principal	<b>Responsible position:</b>	<b>Version:</b> 1
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**REVISION RECORD**

<b>Date</b>	<b>Version</b>	<b>Revision description</b>
23/8/2016	1	Endorsed by Governing Council.



## 1. TITLE

West Lakes Shore School R-7 Enrolment Procedures.

## 2. PURPOSE

To provide an efficient process of enrolment that satisfies the needs of both students and the school within the mandated requirements of the DECD Enrolment Policy.

## 3. SCOPE

To describe the local procedures applying at West Lakes School Shore in the application of the DECD Enrolment Policy.

## 4. OBJECTIVES

All children enrolling at our school deserve a smooth transition that enables them to become part of our learning community with a minimum of disruption and maximum support. We understand the obligation to accept students from within zone to our DECD defined capacity, however enrolment ceiling targets are set that will allow us to provide and maintain a guaranteed and viable curriculum covering all of the requirements as described by the Australian Curriculum within agreed Industrial Agreements.

## 5. PROCEDURE DETAIL

- All children who are eligible to attend a Government school are welcome to enquire about attending our school.
- The site Personnel Advisory Committee will set an optimum enrolment target each year based on the number of classes that can be formed while maintaining adequate space for specialist and support ( Intervention, SHIP) programs to continue.
- West Lakes Shore School is a DECD Zoned School thus entry is assured for students living within our zone. A zone is a geographically defined area surrounding the school from which the school accepts its core intake of students. Our school operates within the following school zone:

Area bounded by Gulf of St Vincent to Trimmer Parade (northern side only) , Frederick Road (western side only), Sansom Road, Recreation Parade, Fairford Terrace, Bartley Terrace to Bartley Tavern Footbridge, including Delfin Island.

A school zone map (guide only) is available at [www.decd.sa.gov.au](http://www.decd.sa.gov.au) and a copy attached to this document.

- When the school is nearing the optimum agreed enrolment target an enrolment register will be established. Applications from parents for students to be placed on the enrolment register will require proof of the primary residence of the child. At this time all parents of prospective students will be required to complete the school enrolment form and provide the school with a copy of the following:
  - A gas or electricity bill stating the new residential address (not a business address) and the name of the parent/guardian. The utility bill should be recent. Telstra and Water Rates bills are not acceptable as parents may receive these invoices for additional rental properties or businesses that they may own.

- A copy of the property's Contract of Sale (if the home is the permanent residence) or if the parent/guardian is renting, a rental agreement and bond receipt (from the Residential Tenancies Tribunal) stating where the parent/guardian is currently, or will be, residing for the next 12 months.
  - If the student resides with a relative/friend, supporting documentation stating that the relative/friend is the legal guardian of the student must be provided. This documentation should include a Parenting Order from the Family Court which states that the relative/friend is the full-time guardian of the child. Statutory Declarations are not considered to be sufficient documentation in this regard.
- In Term 3 of each year the Personnel Advisory Committee will consider student numbers for the following year including the number of Reception students expected from within the zone. PAC will determine the optimum number of classes for the following year and their likely composition. The number of places that can be offered to students from outside the zone at each year level will then be determined, ensuring there is some capacity to accept unexpected new enrolments from within the zone should they occur during the coming year.
  - If a student wishes to enrol from outside the zone, selection for entry to the school will be determined in accordance with the DECD Criteria for Allocation of Points as described in the DECD zoned school enrolment policy.
    - Criterion 1 – Distance from the school.
    - Criterion 2 – Curriculum
    - Criterion 3 – Social and Family Links
    - Criterion 4 – Transport/Location Convenience
    - Criterion 5 – Disability
  - Students with siblings at the school or returning to the school after having been absent for less than 12 months are guaranteed entry.
  - Students enrolling at our school as part of a Reception at the beginning of the year will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year).
  - A child who is less than the minimum age of entry but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
  - Other parents seeking early age entry for their children must make a written application to the Education Director.
  - Information regarding the enrolment of overseas students can be obtained from the International Education Division.
  - Students with Disabilities will be enrolled along with all other eligible children, however, concerns relating to resourcing levels is in itself insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Support Services Manager.
  - All enrolments will require the completion of the 'Confidential Student Information Enrolment Form', with details entered immediately onto our administrative computer systems.
  - Students wishing to enrol at our school from a neighbouring school will be able to do so on the following conditions
    - that there is space in the year level
    - if the principal of the previous school is in agreement with the transfer
    - if a change of address places the student closer to our school than the previous school

- if the student seeking enrolment is from a non-government school.
- West Lakes Shore School staff may contact Principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, requesting a transfer note and/or to discuss any academic or behavioural matters. The Principal has the authority to defer admission for one school day in order for these enquiries to be carried out in a timely manner and in the best interests of the student.
- The Principal will keep with the West Lakes Shore School's Governing Council informed regarding enrolment levels.
- All students will be allocated to classes according to a combination of class size, student needs and at the discretion of the Principal.

## 6. ROLES AND RESPONSIBILITIES

### Party / Parties

Principal

### Roles and responsibilities

Oversees the implementation of the procedures and responds to queries from DECD.

Supports the enrolment officer to manage the day to day operation of the procedures.

Personnel Advisory Committee

Sets the optimum enrolment, decides on class structures and placements and ensures compliance with industrial agreements.

Enrolment Officer

Manages the enrolment process, works with the Principal to determine eligibility in line with the policy and procedures.

## 7. MONITORING, EVALUATION AND REVIEW

This procedure is subject to review when significant pressures arise on enrolment numbers and any major changes in DECD policy and on the recommendation of the Personnel Advisory Committee and Governing Council.

## 8. ASSOCIATED DOCUMENTS

- [Instructions for use – School enrolment form \(PDF, 213.5 KB\)](#)
- [School enrolment policy \(PDF, 140.9 KB\)](#)
- [Preschool enrolment policy \(PDF, 459.1 KB\)](#)
- [Home education](#)
- [Student transferring schools](#)
- [Year 7/8 transition process](#)
- [Preschool enrolment](#)
- [Enrolling a child under guardianship of the minister](#)
- [Attendance in schools](#)
- [Student exemptions](#)

## 9. REFERENCES

Name of document

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Time and Date

