

PARKHILL PRIMARY SCHOOL

POLICY: Enrolment Policy

PROGRAM LEADER: Rodney McKinlay

DATE RATIFIED BY SCHOOL COUNCIL: August 2014

RATIONALE:

Parkhill Primary School strongly believes that a successful education is important in giving young people the best possible start in life. To this end we have an inclusive policy that means we make every endeavour to arrange a suitable curriculum for all potential students which is reflected in an inclusive enrolment policy. This policy encourages planning and communication to develop an approach that best meets the needs of young people seeking to enrol at our school.

Parkhill Primary School is under significant enrolment pressure and consequently will give preference in enrolment to students residing in our boundaries as determined by DEECD. We have an additional set of principles and procedures for students enrolling from outside of our boundaries.

AIMS:

The enrolment of children at Parkhill PS will be consistent with the DEECD guidelines and based on the following principles:

1. Acknowledge that all students residing within the intake area designated to Parkhill Primary School are entitled to enrol in the school.
2. Set an enrolment ceiling which caters for anticipated local demand and ensures that, should they choose to attend, every eligible child has a place at Parkhill PS.
3. Delineate the circumstances under which "out of area enrolments" will be considered.
4. Stipulate the enrolment process at Parkhill PS.

IMPLEMENTATION

- As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements.
- The school is a school without a zone but with boundaries which are determined by DEECD and it will take all students who make inquiries from within its boundaries.
- Parent/guardians have the right to go to their school of choice if there is room and positions are available. The Principal will determine if there are positions available in a Year Level.
- The Principal uses the following order of placement when enrolling students:
 1. within boundaries
 2. siblings
 3. curriculum grounds
 4. distance from school
- **Non Local Enrolment**
 - A non-local enrolment is a student whose permanent residence is beyond the designated local enrolment area. Parent/guardians living outside the school's designated local area may apply to enrol their child(ren) at the school.
 - Places for non-local applicants will be considered in the light of whole school and each academic year's enrolment figures, given:
 - i. the number of teaching spaces available, and
 - ii. sufficient buffers available to accommodate possible new local enrolments throughout the school year
 - iii. non-local applicants will be taken in order of ability to cater for student needs followed by distance from PPS.
- All students and a family member or a caregiver will be interviewed by a senior member of the teaching staff prior to enrolment to ascertain an appropriate year level and learning program.
- The enrolment policy of the school takes into account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.
- Parkhill is an inclusive school and will endeavour to provide programs for all enrollees. A Program for Students with Disabilities will endeavour to cater for students with special learning needs.
- An online enrolment register (CASES21) will be maintained. The enrolment register will be kept up to date by a dedicated member of the school office staff. Changes to the register will be done on a regular basis to

reflect current student numbers and movement of students into and out of the school. Student destinations will be tracked from Year 6 to Year 7.

- International students are welcome at Parkhill
- International students will be enrolled in a manner consistent with the guidelines for enrolment of international students of the Department of Education and Early Childhood Development.

The Enrolment Application Process:

1. An Application must be made on the School's official Enrolment Application Form available on the School website and from the School Office.
2. A copy of the Birth Certificate, immunisation and proof of residential address must accompany the Enrolment Application Form.
3. A parent/guardian must sign the Enrolment Application Form.
4. At the enrolment interview the parent/guardian will be asked to provide a copy of the latest Student Report (if relevant) and articulate any specific learning needs at this interview.
5. Successful enrolment applicants are sent a letter of offer following the interview. The letter includes an Enrolment Offer Acceptance Form.
6. Families return the Enrolment Acceptance Slip to confirm their place.
7. Applications for Enrolment can be deferred with the understanding that such deferral may not guarantee a place in the future.
8. It is a parent/guardian's responsibility to notify the School promptly of a change of address or status.

Local Residence Status:

- The Principal may seek evidence demonstrating local resident status through the provision of current original documents. These are:
 - Property ownership or tenancy documents in the name of the parent/guardian (e.g. rate notice or tenancy agreement)
 - A lease will be considered valid when the school has sighted the original Department of Fair Trading Rental Bond Lodgement receipt.
 - Principals may also ask parent/guardian for a statutory declaration from the "landlord" confirming the arrangements that are in place and his/her understanding the person intends to reside there during the school year.
 - One utility account statement (e.g. electricity, gas) displaying the name and local address of the parent/guardian.
 - Another statement displaying the name and local address of the parent/guardian (e.g. telephone, bank statement, Centrelink letter).
 - If parent/guardian currently hold a long term lease of more than 12 months, the school will need to sight the most recent rental receipt from the real estate agent.
 - In the event of family in crisis, the Principal has discretion of enrolling students if there is a teaching position available and he/she believes this to be in the best interest of the student and family involved and where the school is able to support the student satisfactorily.

EVALUATION

This policy will be reviewed as part of the school's four year review cycle.

APPENDICIES

- Nil

REFERENCES

- DEECD - School Policy and Advisory Guide:
<http://www.education.vic.gov.au/school/principals/spag/Pages/azindex.aspx>
- Education and Training Reform Act 2006
[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/\\$FILE/06-024a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/$FILE/06-024a.pdf)
- Information Privacy Act 2000 <https://www.privacy.vic.gov.au/privacy/web2.nsf/files/the-information-privacy-principles-schedule-1-of-the-act>