

Spring Gully Primary School

Enrolment

POLICY

In managing new enrolments, the school is required to adhere to state-wide enrolment placement policy and processes, whereby eligible students have a right to be placed in their designated neighbourhood school.

The designated neighbourhood school is defined as the school that is nearest to the student's permanent residential address, measured in a straight line from the residence.

Students living outside the designated neighbourhood may still apply for enrolment, with remaining places to be allocated in the following 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.
3. All other students in order of closeness of their home to the school.
4. In exceptional circumstances, upon compassionate grounds.

A map of the School's Neighbourhood Zone is available on the school's website or can be obtained from the office.

The enrolment policy will be managed by the Principal.

All students and a family member or a caregiver will be interviewed by a member of the Principal Class prior to enrolment to ascertain eligibility, the appropriate year level and learning program.

The enrolment policy of the school will take into account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.

Enrolment forms must be accompanied by:

- Birth certificate or passport
- Immunisation certificate
- Visa information e.g. visa subclass number for students born overseas, residency status – temporary or permanent
- Relevant legal documents (if applicable).

Once all necessary information and documentation has been obtained, enrolments will be entered onto CASES21 by a member of the school office staff. CASES21 will be used to reflect current student numbers and movement of students into and out of the school.

Spring Gully Primary School is an inclusive school and it will provide programs for all enrollees. The learning program will cater for students who have special learning needs.

International students will be enrolled in a manner consistent with the guidelines for enrolment of international students of the Department of Education & Training.

Evaluation:

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Date: July 2018