

Enrolment Procedures

This procedure is applicable to: all students wishing to enrol at Paringa Park Primary School.

Document control

Managed by: Principal	Responsible position: Principal	Version: 1
Contact person: Erica Staude	Approved by: Governing Council	File path: K drive/ns/policies/enrolment procedures
Contact position: Enrolment Officer	Date approved: November 2018	Status: Endorsed by Governing Council
Contact number: 8296 8904	Next review date:	Security classification: Public

1. Title.....3

2. Purpose.....3

3. Scope.....3

4. Objectives.....3

5. Procedure detail.....3

6. Roles and responsibilities.....5

7. Monitoring, evaluation, review.....5

8. Definitions and abbreviations.....5

9. Associated documents.....5

10. References.....5

Site Map.....6

Revision Record

Date	Version	Revision description

1. Title

Paringa Park Primary School R-7 Enrolment Procedures.

2. Purpose

To provide an efficient process of enrolment that satisfies the needs of both children and the school within the mandated requirements of the Department for Education Enrolment Policy.

3. Scope

To describe the local procedures applying at Paringa Park Primary School in the application of the Department for Education 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 the zone to our Department for Education 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 be 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) programs to continue.
- Paringa Park Primary School is a Department for Education zoned school thus entry is assured for children 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 Commencing at the sea end of Holder Road to Brighton Road, on the eastern side down Brighton Road to Dunrobin Road, the northern side of Dunrobin Road to Macarthur Avenue, the western side of Macarthur Avenue to Bowker Street, north up Muriel Avenue to Oaklands Road, along western side of Diagonal Road to Moore Street, on southern side of Moore Street to Brighton Road and north up western side of Brighton Road to Bath Street, down south side of Bath Street and Weewanda Street to the sea. A school zone map (guide only) is available at www.education.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 children 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 registration of interest form and provide the school with a copy of the following:
 - A gas or electricity bill stating the residential address (not a business address) and the name of the parent/guardian. The utility bill should be recent.
 - A copy of the property's Contract of Sale or Rates Notice (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 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 regards.
- 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.
- Children with siblings at the school or returning to the school after having been absent for less than 12 months are guaranteed entry.
- Children enrolling at our school as a new 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 30 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 children 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 enrolment will require the completion of the Student Enrolment Form once all criteria have been met, with details entered onto our administrative computer system.
- Children wishing to enrol at our school from a neighbouring school who are in our zone will be able to do so on the following conditions:
 - that there is a vacancy
 - if the transfer is confirmed by the principal of the previous school
 - if a change of address places the child closer to our school than the previous school
 - if the child seeking enrolment is from a non-government school.
- Paringa Park Primary School staff may contact principals of previous schools of all children 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 child.
- The principal will keep the Paringa Park Primary School's governing council informed regarding enrolment levels.
- All children will be allocated to classes according to a combination of class size, children's needs and at the discretion of the principal.
- All children entering reception will have enrolment interviews with the principal, deputy principal or assistant principal.

6. Roles and responsibilities

Party / parties	Roles and responsibilities
Principal	Oversees the implementation of the procedures and responds to queries from the department. Supports the enrolment officer to manage the day to day operation of 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. Manages all communication with and inquiries from, families.

7. Monitoring, evaluation and review

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

8. Definitions and abbreviations

Term	Meaning

9. Associated documents

Guidance documents

See the following documents for further advice and guidance:

[Instructions for use - School Enrolment Form](#)

[School enrolment policy](#)

[Student exemptions](#)

[Home education](#)

[Students transferring](#)

[Year 7/8 transition process](#)

[Children in care enrolments](#)

[Attendance policies](#)

10. References

Map of Paringa Park Primary School Zone

Paringa Park PS Zone



The roads which form the Zone's boundary are:

- Commencing at the sea end of Holder Road to Brighton Road
- On the eastern side down Brighton Road to Dunrobin Road
- The northern side of Dunrobin Road to Macarthur Avenue
- Up Macarthur Avenue to Bowker Street.
- North up Muriel Avenue to Oaklands Road.
- Along western side of Diagonal Road to Moore Street.
- On southern side of Moore Street to Brighton Road and north up western side of Brighton Road to Bath Street
- Down south side of Bath Street and Weewansa Street to the sea.

