**SIMPSON PRIMARY SCHOOL**

**ENROLMENT POLICY**

**Rationale**

Simpson Primary School is a government school. All children who are Australian citizens or permanent residents, and who are under eighteen years, are entitled to be enrolled in a government school. They are guaranteed a place in their neighbourhood school and may choose any other school in which space is available.

Children may enter primary school at the beginning of the year that they turn 5 if their birthday falls before the 30th April. Students are not legally obliged to attend school until they turn 6 and many parents delay the entry of children so that they commence school in their 7th year. Simpson Primary caters for students for 7 years, from Prep to Year 6.

This policy is to ensure that students have access to their designated Government neighbourhood school and freedom to choose other schools subject to facility limitations and equitable, consistent, transparent and accountable application of placement criteria.

**Goals**

* To provide an efficient process of enrolment that satisfies the needs of both students and the school.
* To provide a fair and equitable opportunity to attend Simpson Primary School.
* To provide clear and transparent guidelines for the Principal and Parents where the school community reaches 95% of available classroom capacity or as deemed necessary by the School Council

**Guidelines**

Simpson Primary School has adopted the Department of Education and Training (DET) policy as the guidelines for enrolment. Specifically;

* All primary age students residing in the Neighbourhood Area as decided by School Council boundary map and attending their closest school are guaranteed entry.
* Siblings of students already enrolled at the school but who live outside the Neighbourhood area are given next preference for enrolment.
* After all children living in the neighbourhood and siblings residing outside the Neighbourhood Area have been accommodated, places will be offered to students within the Neighbourhood Area but who may not be attending their closest school if there are still places available.
* Students outside the neighbourhood area closest to the school will be offered places next when places are available.
* As circumstances occasionally change for enrolled families during the summer holiday period, additional places may be offered at the beginning of the year.
* Where children seek transfer to Simpson Primary beyond the initial Prep intake, the above priority order will be applied.
* Students will be allocated to classes according to a combination of class size and student need.
* The Principal may decide to enrol a student on compassionate grounds where there are significant individual or family circumstances.

**Simpson Primary Enrolment Policy**

* As all children must be aged 5 by April 30th in the year of entry, proof of age is required.
* An application for enrolment form must be completed for each child. These are available by post or by calling in to the school office.
* An original birth certificate or passport as proof of date of birth must be sighted and the school will make a photocopy.
* It is preferable if immunisation is current before children commence school. The pre-school booster is administered at approximately four and a half years of age. Once this is complete all immunisation documentation should be taken to your local council offices where a school entry immunisation certificate will be issued. This immunisation certificate is required as part of the enrolment documentation. If children are not immunised a certificate must still be obtained which states “Immunisation Incomplete”.
* Documentation to demonstrate to the satisfaction of the school that the student is a permanent resident of the neighbourhood area. This could include proof of purchase or a utilities bill.
* Offers for placement commence after the 30th June in the year preceding school commencement.

**Enrolment of students in neighbourhood area**

* Contact details from completed application for enrolment forms will be entered into CASES21.
* Parents will be advised of Open Days and Information Sessions which occur between May and September.

**Enrolment of students from outside neighbourhood area**

* Families residing outside the designated neighbourhood area will only be offered places if they are available.

Where there are insufficient places at Simpson Primary School for all students who seek entry, students are enrolled in the following ‘The DET Priority order of placement’:

* Students for whom the school is the designated neighbourhood school and their closest school.
* Students with a sibling at the same permanent address who are attending the school at the same time.
* Students seeking enrolment on specific curriculum grounds.
* All other students in order of closeness of their home to the school.
* The Principal may decide to enrol a student on compassionate grounds where there are significant individual or family circumstances.

**Early Enrolment**

Parents that seek early entry for their child, who is not of minimum age, must obtain written approval from the Regional Director before they are able to enrol.

A child who is less than the minimum age of entry for Victorian schools 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.

**Children with Disabilities**

* Students with Disabilities and Impairments will be enrolled along with all other eligible children.
* Concerns relating to resources are insufficient grounds for a delayed admission. Delayed admissions can only be authorised by the Regional Director.

**Transfers**

Students wishing to enrol at our school from a government neighbouring school will be able to do so if:

* The Principal of the previous school is in agreement with the transfer
* There has been a change of address that places the student closer to our school than the previous school or
* The student seeking enrolment is from a non-government school.

Principals of previous schools of all students seeking transfers will be contacted to:

* Discuss the circumstances of the transfer
* Seek a transfer note
* Discuss any academic or behavioural matters

The Principal has the authority to defer admission for a reasonable period of time in order that enquiries of the previous school are carried out in the interests of the student.

Approved by SC March 2019