



LANCELIN PRIMARY SCHOOL

ENROLMENT IN PUBLIC SCHOOLS POLICY

This policy is supported by the Department of Educations Enrolment in Public Schools Policy July 2019.

Managing Enrolments:

ALL ENROLMENTS:

The principal will:

Accept all applications for enrolment using the ***Application for enrolment Form*** and enrol eligible children using the ***Enrolment Form***.

- For local intake schools, assess applications for enrolment for the commencement of the following year from outside the local intake area and for Kindergarten after the enrolment closing date (the first Friday of Term 3 each year);
- Plan ahead for sufficient accommodation to be available to enrol eligible children;
- Publish accurate information about enrolment specific to the school for parents;
- Prioritise the enrolment of children to the criteria set out in the ***School Education Regulations 2000***;
- Notify parents in writing of the outcome of enrolment decisions at the earliest opportunity if applying for the current year and with in three weeks of the closing date for applications if enrolling for the following year;
- Collect and record a child's immunisation status at the time of enrolment;
- Collect and record a child's Medicare number , if it is available at the time of enrolment;
- Determine the year level placement of a child, in consultation with the parents and reflecting the emphasis on age appropriate placements; and
- Notify the previous school (Education Office for home education cases) by notice of a transfer then the enrolment process is completed.

Enrolment is only permissible at one school (public or private) at a time.

Schools online provides local intake information for all public schools

Children undertaking a program delivered by a registered home educator can neither attend nor be enrolled at a school.

The assessment of a school's capacity to accommodate students should take into consideration the schools current resources including infrastructure and staffing. Future accommodation needs are to be considered when processing applications from students transferring during the year from outside the local intake area.



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Principals may enable students to attend without enrolling them if the period of attendance is likely to be less than four weeks and the students retains enrolment at the original school through the application of a **Section 24 Arrangement**.

Managing pre Compulsory (Kindergarten) Enrolments:

The Principal will:

- receive applications for enrolment for Kindergarten from the beginning of the year prior to eligibility;
- Assess all applications for Kindergarten enrolment for the following year after the enrolment process application closing date (first Friday of Term 3 each year);
- Not enrol students that are already enrolled in another public or private school (unless transferring);
- Offer a Kindergarten place (staff only) with enrolment subject to the child meeting the immunisation requirements (section 3.1.3.2);
- Provide parents with written communication for both accepting or declining a Kindergarten enrolment.

Confirming the immunisation requirements for Kindergarten enrolments

At the time of finalising the enrolment, the principal will:

- Enrol a Kindergarten student when they have:
 - * An Australian Immunisation Register Immunisation History statement that is "up to date" and not more than 2 months old
 - * An AIR Immunisation History form that shows a catch up schedule and is not more than six months old;
 - * A valid immunisation certificate issued by the Chief Health Officer;
- Where a Kindergarten student's immunisation status is "not up to date" provide the **Exemption Eligibility Form** and use that information to determine eligibility for enrolment as an exempt child because of one or more of the following particular family circumstances:
 - * Who is an Aboriginal or Torres Strait Islander;
 - * Who is in the care of the Chief Executive Officer of the Department of Communities: Child Protection and Family Support;
 - * Who is living in crisis or emergency accommodation due to family violence or homelessness;
 - * A child who has been evacuated from their usual place of residence due to an emergency;
 - * Who is in the care of an adult, other than their parent, due to exceptional circumstances, such as parental illness or incapacity;



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- * Who is in the care of a person holding
 1. A health care card;
 2. A pension concession card;
 3. A Gold or White Veterans' Affairs card; or
- * Who entered Australia not more than 6 months prior to enrolment and holds a 200,201,202,203,205,785,790 or 866 visa.
- Not enrol a Kindergarten student where:
 - * The immunisation status is 'not up to date' and they are not eligible to enrol as an exempt child; or
 - * Acceptable evidence status is not provided; and
- If a place is available, reconsider a declined Kindergarten enrolment when parents provide acceptable evidence of immunisation status.

Managing Compulsory Enrolments:

The principal will:

- Confirm that the child is not remaining in home education or continuing to attend another school;
- Request an Australian Immunisation Register immunisation history statement that is not more than two months old;
- Enrol a child for whom an AIR immunisation history statement is provided and record the immunisation status as shown on the AIR statement;
- Enrol a child for whom an AIR immunisation history statement is not provided and record the vaccination as 'not up to date' and not sighted until the AIR is provided;
- Notify the School Curriculum and Standards Authority when enrolment procedures are completed and the student has commenced attendance at the new Secondary School
- For schools that do not have local intake areas, give priority to children living closest to the school; and

Students with disability

The Principal will:

- Consider enrolment applications for children with a disability on the same basis as all other applications and keep a place available if the application requires lengthy consideration;
- Consider whether the student meets eligibility criteria for support services, resourcing or access to specialist provision;
- Gather information about the students' disability and consider the school's capacity to provide an appropriate education program;
- Negotiate with the parents about the day on which the student will begin attending when the necessary teaching and learning adjustments are not immediately available at the time of enrolment.



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- Coordinate applications for support, resourcing or access to specialist provisions as required; and
- Advise parents how to seek a review of a decision not to accept enrolment.

Students with a disability can enrol at their local school. They may also be eligible to enrol at an education support centre or school, or an inclusive school with specialist facilities. Students with Autism Spectrum Disorder or hearing impairment may be eligible to participate in specialist provision. Refer to [Enrolment for Students with Disability](#) for further information.

The disability Standards for Education 2005 generally require providers to make adjustments where necessary. There is no requirement for providers to make unreasonable adjustments.

Liaison with parents, the School of Special Educational Needs' or the School Psychology Services, Schools resourcing or other Professionals may be necessary.

Declining Applications for Enrolment

The Principal:

- May decide to recommend that an application for enrolment be declined after considering eligibility requirements and the capacity of the school to provide An appropriate program;
- May directly decline an enrolment if the child is already enrolled at a school and the application is for an attendance period likely to be less than four weeks (s 75 School Education Act 1999); and
- Will provide the parent with the information about requesting a review of the decision.

The grounds for declining an application are:

- A student's usual place of residence is not in the state or within the local intake area;
- An educational program is not available or is not appropriate;
- Classroom accommodation is not available (s 82 School Education Act 1999)

The Principal may approve attendance for less than four weeks without formal enrolment through the application of a [Section 24 Arrangement](#).

Before recommending an application for a child with disability be declined, the principal should seek advice from appropriate officers within the Department as such decisions can involve complex medical, social and ethical issues.

The Regional Executive Officer will decide if an application will be declined and, in cases of disability, will firstly consult with the parents and take into account their wishes.