

ENROLMENT POLICY

Revised: 31 July 2009

Charlestown Public School has the following enrolment criteria/procedures for:

KINDERGARTEN

Criteria

Children must be five years of age prior to 1 August the year they commence Kindergarten. Kindergarten usually commences on the second day of school at staggered times.

Pre-enrolment

- A formal orientation program for new Kindergarten students will commence during Term 4 of the previous year. Details of this orientation program will be circulated to parents of new enrolments.
- Enrolment forms are to be processed by the office staff, including sighting of Birth Certificates and Immunisation records.

Transition to School

On advice from the Preschool or Special Education consultant of a pending enrolment needing support the Learning Support Team will meet to:

- collate information
- carry out observations
- make application for support
- design a support program
- review and monitor progress on a term basis

Please also refer to Transition to School Policy.

NEW ENROLMENTS (Transfers In)

Criteria

- Living in the designated enrolment area (see attached map).
- Of school age – must turn five years of age by 31 July of that year.

Procedure

- The Principal to meet all potential new enrolments.
- All Transfer Certificates, Enrolment applications are to be processed by the office staff

NON LOCAL ENROLMENT PLACEMENTS

Criteria

- Living outside the designated enrolment area
- Request by School Counsellor via District Office
- Agreement between neighbouring schools
- Criteria as per Department of Education and Training Policy (Primary)

Procedure

- The non local enrolment Committee consisting of the Principal, staff member and the Senior School Assistant will review each application on its merit.
- Numbers in classes, grades, accommodation and resources will be deciding factors.

Waiting List

If a waiting list is needed the Principal, staff member and parent representative will rank each application on its merit.

Formula (Buffer Zone)

At least half of a bank for a new teacher will be kept free for local enrolment. Therefore, 172 is the cut off point for non local placements.

YEAR 6/7 TRANSITION

Criteria

Children are entitled to be enrolled at the Government High School that is designated for the intake area within which the child's home is situated.

Procedure

- Parents are requested to return the High School Enrolment Application form by the due date.
- All parents must complete Section A.
- If a local high school placement is requested, parents are asked to complete Section B.
- If placement in a non-local high school is requested, parents should complete Section C and list up to 4 schools **in priority order** on the back of the form.
- Parents should provide reasons on the form for requesting a non-local school.
- Note: Once accepted by a non-local high school, a student will not be offered placement in a lower preference school.
- Section D should be completed if parents have also applied for a selective high school or specialist high school conducting separate enrolment procedures, eg performing arts or sports high schools.
- Section E is to be completed if parents do not wish government high school placement in the next year.

YEAR 6 TO 7 TRACKING SHEET

The Principal or delegate will record information from the application forms of all Year 6 students on the Year 6 to Year 7 Tracking Sheet. The originals of these sheets will be retained in the school and updated during the year. Copies of the tracking sheet will be sent to every **local** high school listed on the sheet as soon as details have been recorded, but no later than the date on the Action Schedule.