

Enrolment Policy and Guidelines



2021-2023

Review date: June 2023

Purpose

These guidelines are designed to assist Swanbourne Primary School administration staff implement the DoE Enrolment Policy at Swanbourne Primary School. Any concerns or questions about these guidelines should be directed to the principal or delegate. Success, or otherwise, of the enrolment process will generally be dependent on the public relation skills of the staff members managing the enrolment process. All enrolment queries must be shared with the principal or delegate and responded to positively and promptly, based on the direction provided by the leadership team.

Local Catchment

- Swanbourne Primary is a 'local catchment' school with specific residential boundaries that determine the enrolment of students (a map is provided on our website or a hard copy of the map can be provided for a parent)
- The reception area must have a map available and a listing of the intake or catchment street names
- The local intake classification is explained to families as a matter of courtesy and policy
- The process is included in the enrolment information and on the school website
- Local intake students automatically feed into Shenton College. However, if a student's permanent residence falls out of the catchment area, they do not have immediate access or enrolment into Shenton College
- Parents/carers should be asked about any additional needs or requirements for their children that will assist teachers and team leaders with their transition. This includes medical or paediatric reports, additional needs diagnoses, resource allocations and family court/custody advice

Procedures – all forms are available on school website

The School Officer is responsible for taking enrolment enquiries, processing applications and the ongoing management of classes under the direction of the Manager Corporate Services (MCS). When the School Officer is unavailable, then the MCS will take on this role. The MCS will also be responsible for overseeing the whole school's enrolment processes in line with this document.

Applicants are required to:

- Complete an Application for Enrolment -
- Provide the following documentation -
 - Birth Certificate (original or certified copy) or birth extract, passport, immunisation records (AIR document includes child's birthdate)
 - Visa if born overseas - with the child's name required to be sighted and copied
 - Copies of any Family Court or other court orders, (if applicable)
 - Proof of address - in providing proof of evidence of current address we require to sight the original documents of items listed below:
 - Residential Tenancy Agreement, (private rental) we need it to accompany a statutory declaration from the owner of the property and of the tenant, or a signed Real Estate lease agreement, (of at least three months)
 - Proof of ownership of property (for example rates notice, deeds or mortgage)
 - Utilities payment advice, a recent account for electricity or gas
 - Driver's licence stating residing address
 - Australian electoral roll notification with address details
- Principal may accept a maximum of three documents as evidence of residential address
- Once completed, these documents will be presented to the principal or a nominated delegate for enrolment approval
- Formal enrolment will not be approved by the principal until satisfied that the required information has been sighted and the permanent residence confirmed
- A birth certificate is essential, however, there may need to be an alternative approach applied for cultural or defence force reasons. The School Officer should discuss this with the principal or a nominated delegate
- Once the required enrolment information is received, an enrolment decision is generally completed within 48 hours

- Following approval by the principal or delegate, the parent/carer is required to complete the Enrolment Form booklet to finalise the enrolment process
- The school will generally require 48 hours to commence a new student – uniforms, booklist, tray, desk, class placement, faction
- Booklist items and school uniform are required prior to commencement
- Students with additional needs may require a longer lead in time to their commencement. This is negotiated to ensure the necessary resourcing and adjustments are in place for a successful transition. A staggered start or lead-in time will be negotiated with the family/carer
- Uncertainty regarding the 'standing' of an enrolment query or the information provided will be referred to the principal or delegate
- In order to consider an out-of-catchment enrolment, an appointment with the principal or delegate may be necessary. The School Officer will discuss this with a member of the leadership team before organising an appointment

Other Relevant Enrolment Information for In-Catchment Students

- Enrolment queries that are of an emotive nature must be referred to the principal or delegate. Take the contact details and advise the applicant that a member of the leadership team will contact them
- All applications for enrolment will include the required information as indicated by the DoE Enrolment Policy
- All local catchment enrolments will be accommodated throughout the year. If this cannot occur, the principal will collaborate with families to find an alternative temporary enrolment close to Swanbourne PS. North Metropolitan Regional Office will be contacted for support if this option is required
- Students are enrolled based on their permanent place of residence, which excludes temporary live-in arrangements
- Exceptions for compassionate reasons may be managed by the principal
- **Temporary attendance** will not be approved at Swanbourne Primary School. A student must be living at a permanent residence within the catchment and not enrolled at another school
- Families/carers must demonstrate their status of permanent residence at the point of enrolment
- A **'try out'** prior to official enrolment to see if a student will be happy at Swanbourne Primary will not be accommodated
- Graduated transitions for students formally enrolled at Swanbourne Primary will be negotiated by the leadership team
- Requests for particular teachers will not be accommodated
- Requests to repeat a student will require a case management approach, involving the principal and school psychologist. However, DoE and current research do not support this approach. Students will generally be enrolled at year level and their progress reviewed to ensure an informed decision is made. Applications for acceleration will also require a case management approach, facilitated by the leadership team
- Where practicable, an Application for Enrolment must have the required supporting information prior to the scheduling of a meeting with the principal
- False or misleading information at the point of enrolment, or failing to update changes to the usual place of residence can lead to the principal cancelling an enrolment
- Parents are required to notify the school of changes to names, contacts and usual place of residence
- The principal may recommend that the Regional Executive Director cancel an enrolment if the student's residential address changes, and is not within the local intake area of the time of enrolment

Out-of-Catchment Procedure

- Out-of-catchment families can apply by completing an 'Application for Enrolment' with the necessary enrolment documents. Once completed, these documents will be presented to the principal or delegate for enrolment approval
- The local intake classification is explained to families/carers at the point of contact, as a matter of courtesy and policy
- Once the Application for Enrolment is received, an enrolment decision generally takes 48 hours

- An appointment with the principal or delegate may be necessary to discuss an enrolment and clarify the enrolment need, place of residence, process and policy protocols

Other Relevant Information Out-of-Catchment Applications

- Where possible, classes are planned and set around their recommended levels at Swanbourne Primary
- We do not share the actual numbers in each class with parents. This may be misleading to parents, as it doesn't reflect the local intake enrolment requirement, or the level of need in each class. Research shows that 'effect size' is improved by quality teaching, not the size of the class
- Principals are required to plan for sufficient space to accommodate the enrolment of local catchment students throughout the year
- Principals are also responsible for the resourcing of students and the management of student need across the classes
- Principals may choose to move students, but a case management process will inform this process

Class/House Allocation

- The School Officer should refer to the department's enrolment age calculator to ensure the correct year level is allocated to the student
- The School Officer should liaise with the principal or delegate to determine the class allocation of all new enrolments
- The School Officer will allocate student Houses/Factions at the time of enrolment, in consultation with the PE teacher
- The School Officer will forward student details and start date via email to all staff prior to the student commencing
- On the student's first day, the School Officer will take a photo of the student and create an electronic record folder

Enrolment data input for Integris (SIS) must be entered accurately, as this affects other school systems and processes such as census, emergency situations and the overall resourcing of the school

Parents with Concerns About Their Current School

- We encourage families and carers to liaise with their current school to address any current issues
- We also encourage them to receive guidance from North Metropolitan Regional Office (9285 3600) for enrolment enquiries that fall out of catchment. They may also be able to assist with issues regarding the current school and or assist with the possible enrolment to a school closest to their residential address

Kindergarten and Pre-primary Enrolment Process

- Kindergarten enrolments are accepted from the commencement of Term 2 each year – applications can occur earlier
- The cut-off date will be advertised and usually aligns with the DoE dates
- Parents/carers are encouraged to visit the school's website to download forms or collect the enrolment information from the reception. **This applies to both in-catchment and out-of-catchment applications**
- Preference will be given to in-catchment applications based on the accommodation needs of the school. However, out-of-catchment enrolments may be approved, if their inclusion meets the accommodation needs of the school
- Office staff will ensure that the kindergarten enrolment paperwork is ready for the start of Term 2 and ensure enrolment information is updated and available on the website. The significant dates for enrolment must be clearly promoted on the school website
- Parent requests for particular days or groups will need to be done in writing, collated by the School Officer and approved by the principal
- A statutory declaration and a formal letter from an employer may be requested by the principal for parental employment considerations. This can be added to support the request for a particular group

- The school's focus will be to establish balanced classes that focus on educational need, not based on student or parent friendship requests, work related requests, teacher preference
- Swanbourne Primary is not restricted to operating a specific number of kindergarten groups, but rather is dependent on the overall enrolments received and this will generally be decided by Week 4 of Term 4
- School tour dates and the above enrolment process times and events are clearly listed on the school website
- A kindergarten enrolment and intake timeline containing the enrolment process and significant dates will be referred to, enabling the smooth transition to kindergarten

Pre-primary Enrolment Process

- Families/carers will need to complete a new enrolment application and follow the process documented earlier in this document once approval is given
- New pre-primary students will be invited to attend an orientation as per the school's kindergarten timeline

Enrolment Monitoring

- **Any change in the ongoing enrolment status of the school must immediately be reported to the Principal and Manager of Corporate Services of any change in the ongoing enrolment status of the school**
- Student enrolment monitoring for the following year will be collated using a spreadsheet or checklist that clearly outlines students leaving and new students for the following year
- **Class lists for the following year must include all new enrolments and any students who are leaving.** This will ensure that these students are not included in future class structures
- Variations in students and inaccuracies with the enrolment count may adversely affect funding and staffing appointments
- During Week 1, Term 3, the School Officer will send home an enrolment form to all kindergarten families. This information is monitored and updated as the forms are received. This is added to the enrolment monitoring checklist for all grades. Children leaving are included on the document in **red**

School Tours

- Deputy Principals will conduct school tours on request and are to be scheduled via the Outlook electronic calendar appointment system
- Where a Deputy Principal is unavailable, then the Principal, Defence School Mentor (DSM) or School Officer will conduct the tour

Please see the attached kindergarten enrolment and intake timeline for significant dates and information about the enrolment process.