

# **Jells Park Primary School**

## **Student Enrolment and Placement Policy**

**Purpose:**

To ensure Jells Park Primary School admits eligible students.

**Policy:**

Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year (or when relevant) unless an approved alternative placement has been arranged.

**Guidelines:**

For all students, schools must:

- collect relevant admission information.
- provide a privacy notice to the enrolling parent explaining the use to be made of enrolment information.
- collect and record an Immunisation History Statement - primary students.

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visa.
- deemed eligible and approved for enrolment by the principal or relevant regional director.
- of school age.

Schools may consider the following in determining a student's eligibility:

- Short term enrolments for a time period of under one year may not be accepted except under special circumstances.
- Location of the student's home address.
- Age eligibility and approval requirements.

**Compulsory school age:**

Under the Education and Training Reform Act 2006, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted.

**Principal responsibility:**

Principals are responsible for assessing eligibility and approving the admission of:

- individuals who are of compulsory school age, i.e. those aged between 6 and 17 years; and
- individuals who fall within an exception under the Regulations.

Individuals who fall outside of the compulsory school age may attend school only if they fall within an exception under the Regulations or are granted an exemption.

The age requirements set out in the Regulations do not apply to individuals who will attend programs conducted at a Government school:

- outside school hours.
- by Registered Training Organisations or other bodies that are separate from the school.

Principals are responsible for assessing whether a person seeking enrolment falls within the scope of an exception to the standard age requirements. If the person meets the exception criteria the person automatically meets the age eligibility requirements for enrolment. The principal cannot refuse to enrol the person solely on the basis of their age.

**Early age entry:**

Where a student is younger than 5 years of age on 30 April in the year of enrolment and does not meet one of the exceptions, an exemption from the minimum age requirements is required.

Early age entry or exemption from the minimum age requirements must be:

- requested in writing to the school by parent/guardians.
- considered by the principal, who must make a written recommendation for consideration by the regional director.
- forwarded to the relevant regional director, with all supporting documentation attached, via email.
- assessed by the regional director, who must consider eligibility, the principal's recommendation and all other relevant circumstances, and make a decision regarding the application.
- approved or not approved in writing by the relevant regional director. The regional office should notify both the parent and school of the decision in a timely manner.

To be eligible for an exemption from the minimum age requirements a student must meet the following criteria:

- the person possesses suitable academic ability; and
- it is in the person's best interests to be enrolled at or attend a Government school.

### **Implementation:**

Information required for enrolment:

Enrolment forms are available from Jells Park PS. Enrolment forms must include:

- date of birth (note: evidence of date of birth can be official, such as a birth certificate, passport or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age).
- where the child is not born in Australia, eligibility documentation to approve attendance in an Australian school (eg: Residency or relevant visa).
- names and addresses of the student and enrolling parent or guardian.
- details of medical and other conditions that may require special consideration.
- emergency telephone numbers, including a nominated doctor.
- an Immunisation History Statement from the Australian Immunisation Register.
- the name of the previous school and the student's current year level, where students transfer from another school. Note: For students transferring from another Victorian government school, data must be transferred between schools

### **Placement at Jells Park PS:**

To ensure that students of the local neighbourhood have access to Jells Park PS, and parents who wish to have the option to choose Jells Park PS, where there are insufficient places at a school for all students who seek entry, placement is determined by the following priority order (DET Policy Placement)

1. Students for whom the school is the designated neighbourhood school (zoned).
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Students who live closest to the school (if enrolments restricted).
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their permanent home address to the school.
6. In exceptional circumstances, compassionate grounds.

**Timeline:** (specific dates subject to change – school will advise each year)

15 February 2019	Online booking system opens for School Tours
5 March 2019	School Tours commence and Enrolments open
1 May 2019	Sibling and designated zoned students advised in writing of acceptance (if not previously advised).
31 May 2019	Non-zoned students advised in writing of acceptance (according to policy)
28 June 2019	Confirmation of attendance at JPPS required
Term 3 – Week 7	Foundation Information Night
Term 4	Foundation Transition program commences.

### **Evaluation**

Policy ratified 13 February 2019 at School Council.