

Enrolment Policy

Enrolment at McLaren Vale Primary School is based on the *DfE School and Preschool Enrolment Policy* and *DfE Placement procedure*. McLaren Vale Primary School has an approved school zone. A school zone is a bounded geographic area surrounding a school from which the school accepts its core intake of students. When a school has a zone, the school ensures enough spaces are available to cater for demand from students living inside their school zone.

Children residing within the school zone are guaranteed a place.

After these enrolments have been accommodated, all other families residing outside of the school zone will be considered.

If there are remaining places, out of zone placements will be offered based on whether any, all or a combination of the following applies:

- a) A child or young person with siblings currently attending the school
- b) A child or young person in care
- c) A child or young person identified as Aboriginal and participating in a Department for Education program
- d) A child or young person granted entry due to a special consideration.

Please note offers for enrolment to families residing outside of the school zone will only be considered if spaces are available.

Families can register their interest to attend school at any stage, however the school's acceptance of a registration of interest does not equate to an agreement for enrolment, nor will your application be ranked in order of date of lodgement.

Reception enrolments

In South Australia, public primary schools have one intake date, this means:

- If your child turns five **before 1st May**, they can start primary school, the first day of term 1 of that year
- If your child turns five **on or after 1st May**, they can start primary school the first day of term 1 of the following year.

Information required at admission

Once an offer for enrolment is made, parent/guardians are required to complete the school enrolment form and provide the school with a copy of the following:

1) The child's full legal name and date of birth

Parents must supply the school with proof of their child's full legal name and date of birth. A copy of one of the following documents will be accepted"

- The child's birth certificate or extract
- A passport, or travel document such as a visa, citizenship certificate or ImmiCard
- Centrelink documentation stating the child's name and date of birth.

2) The child's permanent place of residency

Parents must supply the school a home location where your child and a parent are primarily living. The address provided must be residential, not a commercial, posting or mailing address.

If you own your home you are asked to provide:

- A recent gas or electricity bill for that property.

If you rent a home you are asked to provide:

- A rental agreement
- A bond receipt lodged with Consumer and Business Services, and
- A recent gas or electricity bill for that property.

Applying as an out-of-zone application

Special entry

a) Children with siblings currently attending the school

If a child has a sibling currently attending the school and live outside the school zone they are able to apply to attend the school. Half-brothers and sisters are blood relatives and are considered siblings. Step-brothers and sisters who are not blood relatives will be considered siblings only if the school is satisfied the children reside at the same primary residence.

If there is a break of more than 12 months in attendance at the school by the sibling, they are not considered currently attending.

b) Children and young people in care

DfE Student Support Services and the Department Child Protection (DCP) will work in partnership with the Principal to:

- Identify the most appropriate placement for a child or young person in care before their admission to a school
- Improve the educational outcomes of children and young people in care.

c) Children and young people who identify as Aboriginal

Children and young people who identify as Aboriginal or Torres Strait Islander descent or both and live outside of a school's local area may receive automatic entry to enrol at a non-local school through the following programs:

- Walkalong initiative – this program supports Aboriginal students who are moving with their families from locations inside and outside of the Anangu Pitjantjatjara Yankunytjatjara and Maralinga Tjuratja Lands.

d) Children granted a special consideration placement

The Principal has the ability to accept the placement of a child at their school regardless of their home address if they determine it is in the child's best interest to do so, based on the criteria below:

- **Children and young people with significant extenuating family or individual circumstances**

The Principal determines that on the evidence provided the child or young person's wellbeing will be negatively and severely impacted if placed at their local school.

This may include:

- Compassionate circumstances, such as chronic homelessness, escaping domestic violence or recently orphaned
- Medical reasons, including severe illness and mental health reasons
- Circumstances that significantly impact on the welfare of the child or young person. This may include being at serious risk through contact with another student or member of the school community.

A request to attend a school due to work commitments, learning difficulties, child care arrangements or to be with peers is not usually considered a reason for special consideration placement.

If the school is under significant enrolment pressure the Principal must carefully assess the requests for special consideration, and where required consult with their local Education Director. The Principal's decision to accept the special consideration placement must be documented.

Schools must make sure families are aware that the offer of placement into their school due to special consideration will not result in automatic entry into neighbouring schools (for example, secondary school).

- **Children and young people living in shared care arrangements**

Generally a child or young person will ordinarily attend a school close to the home of the parent who has the majority of their primary day-to-day care.

If a child or young person lives in a shared care arrangement between two primary home addresses, the child or young person can seek placement at either local (zoned) school.

Alternatively parents, in agreement, can request their child attends a school mid-way between the two homes.

Although schools will make a reasonable effort to consider placement at the preferred school mid-way for the child or young person, if the request cannot be accommodated, a reasonable alternative may be considered. These requests must be made via the local Education Director.

The school must request any supporting documents of a child's living arrangements before confirming the enrolment (for example court orders).

In exceptional circumstances, students may be approved to enrol in more than one school at the same time. This may happen if the child or young person spends a large majority of the school year in a location a significant distance between their homes, that a school mid-way is not possible.

Other out-of-zone applications

- **Acceptance of other out-of-zone applications will depend on how many places available at the school**

In these cases, applications will be considered based on the distance of the child's residence from the school, and any other personal needs such as curriculum, social and family links, transport and location convenience or other compelling or unusual reasons.

Out-of-zone applications information

If there is no vacancy available, you will be encouraged to approach your local public school.

A child's name that appears on the enrolment waiting list register is confidential and will not be disclosed.

Parents/guardians will be invited to attend a pre-enrolment interview or information session with the school once a vacancy is offered.

For further information please go to the DfE website at <https://www.education.sa.gov.au> and refer to:

DfE School and Preschool Enrolment Policy and DfE Placement procedure

Policy reviewed and verified by Governing Council: September 2021

Reception Enrolment Procedures

Term 3 Week 2

Friday

Round 1 enrolment offers to in zone enrolments and to enrolments that satisfy the criteria for the sibling rights rule.

Term 3 Week 5

Wednesday : Principals Tour 9.30-10.30

Friday: Round 1 offers due back to the site with enrolment forms with appropriate proof of age and proof of residence.

Term 3 Week 6

Friday:

Round 2 offers made to out of zone enrolments.

Unsuccessful enrolments notified. Applicants will stay on the waiting list and offered any available positions if they become available throughout the year.

Term 3 Week 8

Friday:

Round 2 offers due back to the site with enrolment forms with appropriate proof of age and proof of residence.

List of students coming with current preschool placements given to Reception team

Term 3 Week 10

Monday: Madge Sexton Kindergarten and MVPS staff meet to organise transition groups.

Term 4 Week 1

Contact made with feeder kindergartens to arrange MVPS staff to conduct visits/observations to their sites.

Email notification to families and feeder kindergartens/preschools notified of visits to school. Invitation to preschool teachers to attend a school visit if appropriate.

Term 4 Week 2

Madge Sexton Kindergarten children acquaintance meetings with Year 6/7 transition leaders at MSK (**Tuesday / Thursday**)

2 X Reception teachers released to visit Kindergartens to talk to staff and if appropriate- children.

Term 4 Week 3

Madge Sexton Kindergarten children acquaintance meetings with Year 6/7 transition leaders at MVPS (**Tuesday/Thursday**)

Term 4 Week 5

Tuesday: Group A and B school visit (9-11) and Parent Meeting and School Tour (9-10) (MSK staff support transition visit)

Thursday: Group C and D school visit (9-11) and Parent Meeting and School Tour (9-10) (MSK staff support transition visit)

Term 4 Week 6

Tuesday: Group A and B school visit (9-12) (MSK staff support transition visit if necessary)

Thursday: Group C and D school visit (9-12) (MSK staff support transition visit)

Term 4 Weeks 7/8

Handover meetings with Madge Sexton Kindergarten staff, school staff and parents of verified students as appropriate.

Placement meeting with MVPS Reception staff and Madge Sexton Kindergarten staff.

Term 4 Week 9

Reception students' families notified of class placement by post.

Term 1 Week 1: New Reception students start school. Please be reassured that we provide a very nurturing and supportive modified program for all children during the first few weeks of school in Term 1 to ensure a smooth and positive transition for you and your child.