

THE BASIN PRIMARY SCHOOL

ENROLMENT POLICY

RATIONALE:

The Basin Primary School aims to manage the enrolment procedures of students wishing to attend the school in an open and transparent way taking into consideration the designated school catchment area as defined by the Department of Education and Training.

AIMS:


- To provide an efficient process of enrolment that satisfies the needs of both students and the school.
- To ensure enrolment processes take into account all requirements of laws relating to discrimination, equal opportunity, privacy and immunization.

IMPLEMENTATION:

- TBPS will accept all enrolment applications from families who reside permanently within the designated school catchment area. A map indicating the school catchment area will be available to parents on request.
- Where there are insufficient places at BNPS for all students who seek entry, students are enrolled in the following priority order:
 - Students for whom the school is the designated catchment area school. *DET policy states that the nearest school is measured by a straight line from the student's residence to the school.*
 - Students of siblings with the same permanent address who are attending BNPS at the same time.
 - Where the regional director has restricted the enrolment, students who reside nearest the school.
 - Students seeking enrolment on specific curriculum grounds.
 - All other students in order of closeness of their home to the school.
 - In exceptional circumstances, compassionate grounds
- Advertising for enrolments will be undertaken during Terms 2 and 3 of each year.
- A representative from the school will make personal visits to each of the feeder preschools.
- Families will be requested to inform the School Office of any siblings to be enrolled for the following calendar year by the end of Term 2.
- Students enrolling in Foundation will be required to provide proof of age indicating they turn 5 prior to 30th April in their first year of school and an immunization certificate.
- A child who does not meet the above age criteria but is transferring from an interstate school is eligible for enrolment.
- Any parents that request early entry, other than above, are to be directed to contact the Regional Office.
- Out of catchment area applications will be placed on a waiting list. If positions become available, these will be allocated as stated above.
- New enrolments during the school year will commence on the first school day of the week following submission of the completed enrolment form.
- The Principal maintains the right to enroll a student from outside the school catchment area if exceptional family or individual circumstances exist.
- A Student Support Group will be established upon enrolment for any students who are funded under the Program for Students with Disabilities.
- An enrolment register will be maintained. The enrolment register will be kept up to date by the Business Manager ensuring new arrivals are included on the enrolment register prior to them commencing at the school.

EVALUATION:

This policy will be reviewed as a part of the school's three year review process

Ratified by:	Date	
Education Committee	10/16	
Staff	10/16	
School Council President	10/16	Name: Darrell Holden Signature: 
Review Date: October 2019		