

## WALKERVILLE PRIMARY SCHOOL

### ENROLMENT POLICY

## Policy

*Unless the school has exceeded its enrolment capacity, Walkerville Primary School will enrol students of primary school age who are bona fide residents of the school zone of right and have evidence that they will continue to reside within the zone for the first 12 months that the student will attend the school.*

## Proof of Residency

*In South Australia placement in a school is based on a child's residential address.*

*The following is suitable evidence:*

- *If the parents own a home, a copy of the contract of sale for the property or a recent council rates notice, AND recent a gas or electricity bill for that property.*
- *If the parents rent a home, a rental agreement AND a bond receipt lodged with Consumer and Business Services showing the current place of residence - the rental agreement should cover at least the first 12 months the child will be attending the school, AND a recent gas or electricity bill for that property.*

*Renting a room or rooms at a property for the parent(s) or the child, does not constitute a primary place of residence. Families must rent an entire property in order for it to be their primary place of residence.*

*The principal is responsible for determining whether proof of residence has been satisfied and may use professional judgment in circumstances where families are not able to meet these requirements.*

*It is the responsibility of the parents to verify that the information provided is true and factual.*

*Upon receipt of evidence to the satisfaction of the school, the processing of the enrolment application may be finalised. The school may also ask parents and students to also attend a pre-enrolment interview, information sessions and transition days.*

Definition Professional Judgement is as follows:

- The principal is responsible for determining whether proof of residence has been satisfied and may use professional judgment in circumstances where families are not be able to meet these requirements.
  - For example phone and water rates bills are not generally acceptable as parents may receive these invoices for additional rental properties or businesses that they may own but do not reside at. Although these combined with other forms of evidence that show longevity to the primary address may satisfy the requirements (ie WIFI bills, electoral commission, driver's license, school fees, periodic leases, Centrelink documentation).
  - For example if the school already has a sibling at the school the proof provided with the original enrolment can be used with a piece of current documentation.

Parents will not be asked to complete a school enrolment form unless the school is offering them a vacancy and they have satisfied proof of residency to the school.

May 2017

## EDUCATION REGULATIONS 2012

*Notice of Policy by the Minister for Education and Child Development*

PURSUANT to Regulation 60(2)(a) of the *Education Regulations 2012*, I, the Minister for Education and Child Development publish the following Capacity Management Plan for the purposes of the enrolment of a child at the Walkerville Primary School:

**CAPACITY MANAGEMENT PLAN***Walkerville Primary School*

This Capacity Management Plan sets out conditions for enrolment at Walkerville Primary School (“the school”).

**Capacity of School**

The school has a current estimated built capacity of 700 students.

**Criteria for Enrolment**

Applications for enrolment from parents of prospective students in all year levels living outside the school zone will only be accepted if capacity permits and if enrolment has been offered to all applicants listed on the enrolment register.

**Year level: Reception**

The number of students entering at Reception in any given year is limited to 90 students.

Priority consideration will be given to applications for enrolment from parents of prospective reception students to attend the following school year, if they have been living inside the school zone prior to 31 October and whose application is received by this date.

If more than 90 applications for enrolment are received from parents living in the school zone by 31 October, places will be offered based on whether any or a combination of the following applies:

- the child has siblings at the school,
- the length of time the child has lived in the school zone,
- the distance of the child’s residence from the school.

The school will notify parents of the outcome of this process by the second week of November. Unsuccessful applications will be placed on the enrolment register, and referred for enrolment to other neighbouring schools.

Families who move into the school zone after 31 October will only have their applications considered if or when vacancies exist, with priority consideration afforded to those applicant’s already on the enrolment register. If no vacancies exist the applicants, upon request, can be placed on the school’s enrolment register and referred for enrolment to other neighbouring schools.

*Intensive English Language Centre (IELC) students*

Any Reception student offered enrolment at the school and who is eligible to attend an Intensive English Language Centre (IELC), will be able to attend an IELC during reception and begin Year 1 at the school the following year.

*Out of zone applications with siblings currently at the school*

Applications for enrolment from parents of prospective Reception students, who live outside the school’s zone and have older siblings who currently attend the school will only be given consideration for enrolment if:

- all Reception applications from parents of children living in the school zone have been considered including those already on the enrolment register, and
- the school is under its student enrolment limit of 90 Reception students as at 31 October.

In these cases, places will be offered based on the distance of the child’s residence to the school and other personal needs.

**Year levels: 1 to 7**

Applications for enrolment from parents of prospective students living inside the school zone will be considered if or when vacancies exist, with priority consideration afforded to those applicants already on the school’s enrolment register.

In these cases, applications will be considered based on siblings at the school, the length of time the child has lived in the school zone and the distance of the child’s residence from the school.

The school will notify parents as and when their application has been determined if a vacancy is available for their child to attend the school.

If no vacancies exist, the applicants will be referred for enrolment to other neighbouring schools and upon an applicant’s request placed on the school’s enrolment register.

**International Education Program**

No new international students will be offered enrolment at the school.

**Special Circumstances**

Enrolment for special consideration for compelling or unusual reasons, including but not limited to students under the guardianship of the Minister may be given by the Principal, in consultation with the Education Director. These will be assessed on a case by case basis.

**Walkerville Primary School zone**

A school zone is a geographic area surrounding the school from which the school accepts its core intake of students. Walkerville Primary School operates within the following zone:

- Main North Road (eastern side) from Robe Terrace to Burwood Avenue; Burwood Avenue (both sides) to North Street (both sides) including Julia Court; Edwin Avenue (both sides) North East Road (both sides) from Edwin Avenue to Lansdowne Terrace; Lansdowne Terrace (to the River Torrens): Battams Road (both sides) to Sixth Avenue; Sixth Avenue (both sides) from Battams Road to Stephen Terrace, Stephen Terrace (western side) to sixth avenue to Payneham Road; Payneham Road (northern side) from Stephen Terrace to Hackney Road; Hackney Road (to River Torrens); River Torrens to Frome Road; Frome Road from River Torrens to Stanley Street; Le Fevre Terrace to Medindie Road; Medindie Road to Robe Terrace; Robe Terrace to Main North Road.
- [Map - Walkerville Primary School zone \(PDF 155KB\)](#)

A school zone map (guide only) is available at: <http://www.walkervilleps.sa.edu.au/enrolment.html>

**Enrolment Register**

Only applications for enrolment from parents of a child living in the school zone will be placed on the register.

The school will keep a record of potential out-of-zone enrolments for future allocations if or when vacancies become available.

Parents whose child's name has been placed on either document will only be contacted if vacancies become available.

Both the enrolment register and potential out-of-zone enrolments record will be reviewed and updated annually by the school.

A child's name appearing on either document is confidential and will only be disclosed as required by law.

**Enrolment Process**

Once parents have received an offer of enrolment, the parent must arrange an enrolment pre-interview with the school, where they will be required to complete the school enrolment form and provide the school with a copy of the following:

- proof of the child's identity and date of birth; and
- proof of the child's residential address; and
- copies of any family law or other relevant court orders, if applicable.

Upon receipt of the above to the satisfaction of the school the processing of the parents' enrolment application may begin.

***Monitoring and enforcement***

It is the responsibility of the parents applying for enrolment to be able to verify to the satisfaction of the school that the information provided is true and factual.

The Principal is responsible for the implementation of this Capacity Management Plan and all decisions on enrolments.

This Capacity Management Plan will be reviewed annually.

Dated 28 September 2017.

SUSAN CLOSE, Minister for Education and Child Development

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