

## 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.

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