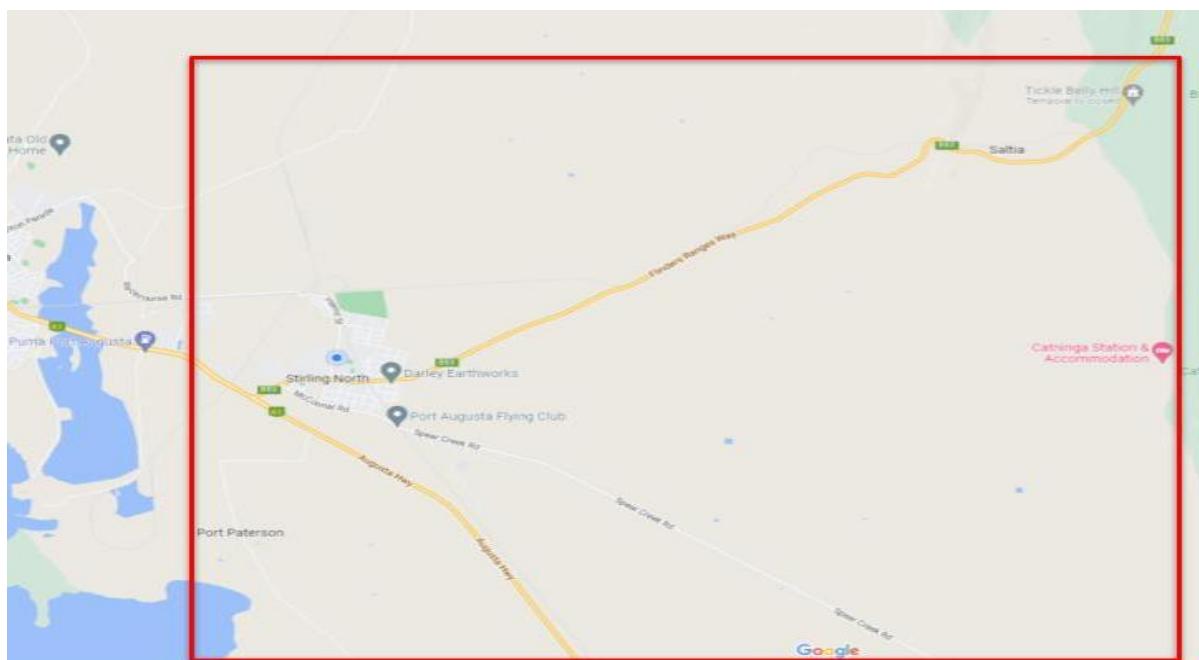# STIRLING NORTH PRIMARY SCHOOL
ENROLMENT POLICY & PROCEDURES

Enrolment at Stirling North Primary School is based on the Department for Education's School and Preschool Enrolment Policy.

Stirling North Primary School has an approved school catchment area or zone. A school catchment area or zone is defined as the geographical location in which a school's core intake of students must reside. Please see below:

As a school with an approved school catchment area or zone, Stirling North Primary School must ensure sufficient places are available to cater for demand from children residing within its catchment area or zone. This means that children who reside within the catchment area or zone for Stirling North Primary School are awarded first priority when accepting new enrolments. After these enrolments have been accommodated, all other children residing outside of the school's catchment area or zone will be considered. Please note, there is a possibility that the school may not have any vacancies.

To ensure that Stirling North Primary School is able to provide a high quality and safe program for all students, enrolments are maintained at a reasonable level and within the guidelines of the Department for Education. The capacity of the school and the individual needs of each student determine the maximum number of students that may be enrolled at any given time.

NOTE:
Children who have siblings enrolled at and are currently attending Stirling North Primary School are entitled to enrolment.

FIRST PRIORITY:
Children who reside within the catchment area or zone for Stirling North Primary School. Please note, you will be required to provide proof of residence. Proof of residence may include:

If you own your home, a copy of:
- The contract of sale for the property; **or**
- The most recent council rates notice for the property; **and**
- The most recent gas or electricity bill for the property.

If you rent a home, a copy of:
- The rental agreement for the property; **and**
- The bond receipt lodged with Consumer and Business Services; **and**
- The most recent gas or electricity bill for the property.

   Please note, the period of the rental agreement should encompass at least the first 12 months the child/ren will be attending the school.

The Principal is responsible for determining whether proof of residence has been satisfied and may utilise professional judgement in circumstances where families are not able to meet the above requirements. This may include requesting families to provide secondary sources of documentation such as a driver's licence. The Principal (or delegate) can withdraw an offer to enrol if parents/caregivers provide false information or intentionally mislead the school to gain entry.

SECOND PRIORITY:
Children who are enrolled at and are currently attending the Stirling North Childhood Services Centre.

THIRD PRIORITY:
Children who reside outside of Stirling North.

The Principal, in consultation with the Principal's Advisory Committee and Governing Council, will determine enrolment capacity taking into consideration, the complexity of classes. This will be completed to ensure that the school has capacity to allow the enrolment of Stirling North residents. If the school has reached its capacity, out of zone students will be placed on a waiting list for consideration if a vacancy becomes available.

Families can register their interest to attend Stirling North Primary School at any time by completing a 'Request for Enrolment' form, however the school's acceptance of such form does not equate to an agreement for enrolment.

Please do not hesitate to contact the Principal to discuss this process further.
Ratified by Governing Council – 6/5/2024

ENROLMENT PROCEDURE FLOWCHART

Parent/caregiver makes contact with the school regarding enrolment.

Administration staff outline the school's Enrolment Policy & Procedures and provide a 'Request for Enrolment' form to be completed by parent/caregiver and returned to the school together with:

1. **Proof of their child/ren's full legal name and date of birth**. A copy of one of the following documents will be accepted:
   a. Birth certificate or extract.
   b. Passport or travel document such as a visa, citizenship certificate or ImmiCard.
   c. Centrelink documentation stating the child/ren's full legal name and date of birth.
2. **Proof of residence if enrolment is for the current or following school year.**

Please note, a Request for Enrolment form cannot be processed until the above documents have been received.

Enrolment is for immediate start, prior to the conclusion of the current school year or the commencement of the following school year?

No → Request to enrol is entered into 'Enrolment spreadsheet' for actioning in Term 3 of the year prior to enrolment date.

Yes

Completed Request for Enrolment form is then scanned and saved in J:Common/Admin/Enrolments & Transfers/Request for Enrolment and emailed to Principal (or delegate) for actioning.

- Principal (or delegate) to confirm with administration staff whether enrolment has been either accepted or declined and confirm class placement.
- If the enrolment is accepted, administration staff will schedule an enrolment meeting with the parents/caregivers and Principal (or delegate) via Outlook Calendar, provide an enrolment pack to the parents/caregivers for completion and notify them of class placement.