

ENROLMENT AND ADMISSION

POLICY



Effective:
March 2019

ENROLMENT AND PERMISSION POLICY

PURPOSE

This policy has been developed for Freshwater Bay Primary School and is based on a whole school approach to ensure that all students, staff, parents and visitors attending Freshwater Bay Primary School are aware of the enrolment and admission procedure.

SCOPE

This policy applies to all Freshwater Bay PS staff, students and prospective students.

DEFINITIONS

Definitions specific to this policy include:

| Term | Definition |
|------------------|---|
| Enrolment | The action of enrolling a student in DoE school. |
| Admission | The process of entering or being allowed to enter a DoE school. |

1. PRINCIPLES

- 1.1. To ensure all parents follow the process of entering, or being allowed to enter Freshwater Bay Primary School.
- 1.2. To ensure students are enrolled at Freshwater Bay Primary School correctly.

2. ROLES AND RESPONSIBILITIES

- 2.1. The Principal is responsible for ensuring staff and students comply with this Policy.
- 2.2. The Principal must ensure:
 - 2.2.1. The enrolment and admission procedures are followed
- 2.3. Freshwater Bay PS staff are responsible for:
 - 2.3.1. Practicing the enrolment procedures
 - 2.3.2. Having a consistent approach when enrolling new students

2.4. The Principal and staff should encourage parents to supply correct information to the school to ensure communication lines are available to Freshwater Bay Primary School staff.

FURTHER INFORMATION

Further information about this Policy can be obtained by contacting the Principal of Freshwater Bay PS.

VERSION HISTORY

| Version | Approved By | Approval Date | Review Date | Sections Modified | Owner | Implementation Officer |
|----------------|--------------------|----------------------|--------------------|--------------------------|--------------|-------------------------------|
| 1.0 | SCHOOL BOARD | 26/03/2019 | 26/03/2020 | New Policy | Principal | Principal |

Enrolment and Admission Procedure



If you are seeking to enrol your child at Freshwater Bay Primary School ("Freshwater Bay"), please contact the office for further information on 6458 7000 or by downloading the forms at <https://www.freshwaterbayps.wa.edu.au/> or by emailing Freshwaterbay.PS.Enrollments@education.wa.edu.au.

WHO CAN BE ENROLLED?

Permanent Australian residents and those children holding an approved visa subclass are entitled to be enrolled. Overseas students who do not have an entitlement to enrol in a public school may be enrolled on a full fee paying basis under conditions which the school will outline.

In establishing a usual place of residence, the Residential Parks (Long-stay Tenants) Act 2006 recognises any agreement conferring the right to occupy premises for a fixed term of three months or longer.

Schools may not enrol children who are:

- receiving home education; or
- applying to enrol at another school; or
- enrolled at another Kindergarten (public or private), unless transferring.

The Principal may consider whether a child may attend for a short period (s 75(2) School Education Act 1999) and may consult with the school in which the student is already enrolled before a decision about attending is made. Attendance for more than four weeks requires that the student relinquish enrolment at the school in which the student is already enrolled.

CATCHMENT AREA

At Freshwater Bay we always welcome new students; however due to the high demand for places at the school, the Department of Education has designated Freshwater Bay as a local intake area school and priority is to be given to children who live within the school catchment. Please refer to our [boundary map](#) for more information on the Local Intake Area (including "optional areas" which also form part of Freshwater Bay's Local Intake Area).

Enquires from new students outside the Local Intake Area are also welcome and admission can occur if there are places available. To find out more about the availability of places, please contact Freshwater Bay.

COMPULSORY AGED STUDENTS – PRE PRIMARY TO YEAR 6

Freshwater Bay must follow the School Education Regulations 2000 which specify how enrolments are prioritised. If capacity to accommodate children from outside the Local Intake Area exists, and there are more applications than number of places available, the school will apply the following selection criteria:

- First priority: A child who has a sibling enrolled at the school in the current year and who lives nearest to the school.
- Second priority: A child who does not have a sibling enrolled at the school in the current year and who lives nearest to the school.

PRE-COMPULSORY AGED STUDENTS – KINDERGARTEN

Pre-compulsory year of schooling provides an opportunity for a Kindergarten child to attend Freshwater Bay. The following selection criteria will be applied when considering applications for enrolment.

- First priority: Child residing in the Local Intake Area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.
- Second priority: Child residing in the Local Intake Area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.
- Third priority: Child not residing in the Local Intake Area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.
- Fourth priority: Child not residing in the Local Intake Area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.

The Western Australian Government fully funds Kindergarten for age-eligible children in public schools. Children may be enrolled in Kindergarten in one school only.

HOW TO ENROL

STEP 1

- Download the **Application for Enrolment - Form A** from <https://www.freshwaterbayps.wa.edu.au/>
- Provide the following documents with the completed Application for Enrolment
- Child's Birth Certificate or birth extract (original or certified copy) and or Passport
- Immunisation records – obtained from the Australian Childhood Immunisation Register (ACIR)
- Proof of address
 - Utilities Account
 - Government document i.e. driver's license or vehicle registration renewal
 - Rates or tenancy agreement
- Copies of Court Order, or health conditions diagnosis documentation if applicable
- Visa showing subclass, grant number and expiry date
- Latest school report
- Submit your **Application for Enrolment - Form A** at the school office

On receipt of your Application for Enrolment – Form A with all required supporting documentation, your application will be considered. After the closing date you will be notified of the outcome of your application.

STEP 2

- Download the **Enrolment Pack - Form B** from <https://www.freshwaterbayps.wa.edu.au/>
- Submit your **Enrolment Pack - Form B** at the school office

CONFIDENTIALITY

All information provided on this form will be treated confidentially. Section 242 of the School Education Act 1999 precludes this information from being used for any purpose other than: to determine whether your application for enrolment can be accepted; to assist the school with addressing any needs for your child if enrolment is accepted; and to comply with legal requirements or ministerial directions.