

# ENROLMENT POLICY

## RATIONALE

Children of school age have the right to be admitted to their designated neighbourhood government school

## PURPOSE

To ensure that the school:

- enrolls eligible students
- maintains enrolment data

## GUIDING PRINCIPLES

1. Before admitting a student, the school will:

- a) collect relevant admission information
- b) obtain a completed enrolment form

The enrolment form includes:

- i. date of birth (proof of age such as birth certificate must be provided)
  - ii. names and addresses of the student and enrolling parent or guardian (proof of residency such as minimum 12 months lease agreement or utilities bill must be provided)
  - iii. details of medical and other conditions that may require special consideration
  - iv. emergency telephone numbers, including a nominated doctor
  - v. the name of the previous school and the student's current year level, where students transfer from another school
- c) provide a privacy notice to the enrolling parent explaining the use to be made of admission information.
  - d) collect and record an immunisation status certificate

2. For admission, all applicants must be:

- a) an Australian citizen, or a student with a relevant specified visa
- b) at least 5 years of age by 30 April of the year of enrolment
- c) deemed eligible and approved for enrolment by the principal or relevant regional director

3. Princes Hill Primary School's enrolment is currently capped at 450 students

4. Princes Hill Primary School is designated the closest school based on the distance from the Pigdon Street signed front gate