

**GUIDELINES TITLE:** SCHOOL ENROLMENT GUIDELINES  
**PUBLISHED:** 2018  
**LAST REVIEWED:**  
**IDENTIFIER:** 201801  
**CONTACT:** School Board Chair, Florey Primary School  
**RELATED DOCUMENTS:** ED Enrolment Policy - *Education Participation (Enrolment and Attendance) 2016 EP201111*

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## **PURPOSE**

These guidelines aim to outline the procedures used by the school to ensure effective implementation of the 'Education Participation (Enrolment and Attendance) 2016' policy and transparency of the enrolment procedures at Florey Primary School. The guidelines support the parent/carer guide to enrolment/transfer for ACT public schools and provides additional enrolment/transfer clarity for schools with specialised programs/pathways that have specific entry requirements.

## **1. GUIDELINES CONTEXT**

1.1 Florey Primary School Enrolment Guidelines provide a framework for enrolment of students. The guidelines aim to: -

- promote understanding and transparency for families who are enrolling at Florey Primary School
- promote understanding and transparency for families who are transferring to or from Florey Primary School
- support new understandings and enrolment of the ACT Education Directorate's NSW pathways schools
- ensure enrolments are managed effectively within the timeframe set by the ACT Education Directorate
- ensure confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations

## 2. DEFINITIONS

- 2.1 ‘Community’ refers to parents and carers, students, staff and other stakeholders
- 2.2 ‘Families’ refers to parents and carers of students.
- 2.3 Child/Student - Any student enrolled at Florey Primary School.
- 2.4 Parent/Carer – A child’s **parent** or carer is a person with parental responsibility for the child.
- 2.5 **Living in the ACT** – Means that a person resides at a physical street address located within the Australian Capital Territory (ACT).
- 2.6 **Living in NSW** – Means that a person resides at a physical street address located in New South Wales (NSW).
- 2.7 **Education provider** – Refers to a school; a registered training organisation (RTO); a university; or a non self-accrediting higher education provider. The Director-General of the Directorate may approve additional education providers.
- 2.8 Priority Enrolment Area – A school’s Priority Enrolment Area (PEA) is the geographical area from which the school accepts its core intake of students. FAQs about PEAs can be found here [https://www.education.act.gov.au/school\\_education/enrolling\\_in\\_an\\_act\\_public\\_school/priority\\_placement\\_areas/frequently\\_asked\\_questions\\_on\\_priority\\_enrolment\\_areas](https://www.education.act.gov.au/school_education/enrolling_in_an_act_public_school/priority_placement_areas/frequently_asked_questions_on_priority_enrolment_areas)
- 2.9 NSW Pathway Zones - NSW residents have notional priority enrolment at selected Canberra Public Schools. More information can be found here: [https://www.education.act.gov.au/school\\_education/enrolling\\_in\\_an\\_act\\_public\\_school/nsw-resident-enrolments](https://www.education.act.gov.au/school_education/enrolling_in_an_act_public_school/nsw-resident-enrolments)
- 2.10 EAL/D – English as a second language or dialect
- 2.11 IEC – Introductory English Course

## 3. RATIONALE

- 3.1 This procedure describes the responsibilities of all stakeholders involved in promoting compulsory education by ensuring that children:
- are enrolled in an ACT primary school in a timely and efficient manner
  - are enrolled in their priority enrolment area (PEA) or for NSW students, that they are enrolled in a NSW pathway school

## 4. PRINCIPLES

- 4.1 Florey Primary School believes that the enrolment process should: -
- support families to enrol their child/ren into an ACT primary school
  - be clear, positive and fair for all families
  - be managed within the timeframe set by the ACT Education Directorate

## 5. PROCEDURES

### 5.1 Implementation:

5.1.1 School capacity – Florey Primary School currently has capacity for 600 students. Enrolment of students from outside the PEA are carefully managed to ensure that all students who reside in the PEA, including NSW, are accommodated.

5.1.2 School Enrolment Limit – The school has to allow spaces for those students who move into the PEA throughout the year. Consequently the school is required to set a first round limit to allow for those additional students. The initial year of entry preschool capacity is 88.

5.1.3 Criteria for Enrolment/Transfer – The school will make a decision on an enrolment offer based upon the information presented according to the enrolment criteria in the following order:

1. priority applications
  - a. children who live in the school's Priority Enrolment Area (PEA), including NSW residents,
  - b. children who live in a shared enrolment zone
2. ACT resident siblings of students concurrently enrolled at the school who do not live in the priority enrolment area or shared enrolment zone
3. other ACT residents based on
  - a. welfare needs
  - b. date of application.

Note: the Directorate may place a cap on the number of out of area students permitted to be enrolled, depending on enrolment pressures.

The following flowchart will be used to manage enrolments at Florey Primary School:

Enrolments Open April (first day of term 2 annually) or as set by the Directorate  
*Business Manager will check enrolments/transfers mail box daily to manage incoming enrolments and transfers*  
*Business Manager update school executive (weekly)*

Enrolments/Transfers Close 30 May or as set by the Directorate  
*Business Manager to advise School Executive of final Enrolments/Transfers by COB 1 June*

School Processes Enrolments 1 June to 15 June  
*School executive meet and consider enrolments in line with ETD policy criteria and SEMP*

School Processes Enrolments 22 June  
*Letters of offer of placement are emailed*  
*Where enrolment offers cannot be made, applications will be emailed on to the next designated school or the PEA of the residence listed*  
*Letters of courtesy declining offer of enrolment are emailed*  
*In times of high enrolment demand and with our shared enrolment zone (Scullin & Page), the school principal will work in consultation with our school network leader to nominate local area schools that have identified capacity*  
*Note: For transfers from other states or within the ACT outside of this timeframe, an interview will be scheduled with the Principal or executive staff to gather relevant information to inform placement of the student in a class.*  
*Note: For students identified in the enrolment process as EAL/D, a member of the EAL/D team will make contact to arrange an EAL/D assessment to identify language proficiency and where appropriate discuss IEC options.*

Parents and Carers advise the school of their acceptance of offer 1 July  
*School executive meet and consider responses to assist with planning for subsequent school year*

Applications for Review of Decision 4 July  
*Business Manager to keep record of all applications to be reviewed and pass these on to school executive by COB 5 July*

Applications for Review of Decision by 20 July  
*School executive meet and discuss applications for review following directorate procedures*

Applications for Review of Decision 25 July  
*Review decisions printed and mailed to families*

Preschool Information Night April (annually)  
*For parents/carers of children enrolling in the subsequent preschool year*

Management of ongoing applications  
*Ongoing applications and transfers are met in accordance with these guidelines*

## 5.2 **Executive Team's Role**

- Make decisions for class placements.
- Communicate with class teachers and team to ensure best class placement possible.
- Meet with families and gather relevant information to support the enrolment.
- Support the running of the Preschool Information Evening in term 1.

## 5.3 **Teaching Team's Role**

- Welcome the new student and family into the school/class.
- Ensure that the student has access to the equipment they need as soon as possible.
- Read the student file (if transferred from an ACT school) to gather relevant information.
- Preschool team to present the Preschool Information Evening in term 1.

## 5.4 **The School Board's Role**

- Seek community consultation on policies and procedures as required.
- Work with the principal to report to the community on enrolment numbers through the Annual Board Report.

## 5.6 **Parent's and Carer's Role**

- Complete the enrolment process online – if this is not possible, seek help from staff at Florey Primary School.
- Accept the enrolment offer.
- Provide the school with requested paperwork such as birth certificate, proof of address, medical information.

## 5.7 **Student's Role**

- Attend school and participate.
- Discuss any learning or social concerns with their classroom teacher.
- Engage in Positive Behaviours for Learning (PBL) expectations.

## 5.8 **Business Manager/Front Office Staff Role**

- Check email address regularly for new enrolments and pass this information onto the executive team.
- Email letters of offer or email unsuccessful applications to the next designated school or PEA school.
- Identify applications to review and pass onto executive staff.
- Email review decisions to families.
- Provide families with a welcome pack.

## **6. GUIDELINES OWNER**

**6.1** Florey Primary School Board

## **7. RELATED POLICIES**

**7.1** ACT Education Participation (Enrolment and Attendance) Policy

[https://www.education.act.gov.au/publications\\_and\\_policies/School-and-Corporate-Policies/student-administration/enrolment-and-attendance/education-participation-enrolment-and-attendance-policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/student-administration/enrolment-and-attendance/education-participation-enrolment-and-attendance-policy)

Florey Primary School Student Welfare Procedures (Available at:

[http://www.floreyps.act.edu.au/our\\_school/policies\\_and\\_procedures](http://www.floreyps.act.edu.au/our_school/policies_and_procedures) )

Florey Primary School Social Media Moderation guidelines (available on the school Facebook page).

ACT ETD complaints Policy 2013 (Available at

[http://www.floreyps.act.edu.au/our\\_school/policies\\_and\\_procedures](http://www.floreyps.act.edu.au/our_school/policies_and_procedures) )

*The guidelines were developed by Florey Primary School Board through consultation with the school community in 2010. Last date reviewed: June 2018. Date next review: June 2020.*