

South Padbury Primary School

Enrolment Framework Updated July 2022



Managing Enrolments

All Enrolments

The principal will:

- publish accurate information to promote enrolment
- implement place-based approaches to encouraging enrolment
- accept, consider and respond to all applications for enrolment
- request that parents provide sufficient enrolment information to allow a confident decision to be made regarding the enrolment application
- inform parents of the requirement to maintain up to date enrolment information and notify the school of any change to their child's circumstances
- if enrolment information cannot be provided or is incomplete, take the family circumstances into account when processing the enrolment application
- at the request of the parent, negotiate with the principal of an alternative school to share enrolment information held by that school
- notify parents in writing of the outcome of their application
- determine the most appropriate year level for a student in collaboration with the parent when required
- plan for accommodation to be available for eligible students for the duration of their enrolment at the school
- assist parents to find an alternative school when a student who is not guaranteed a place cannot be offered enrolment

For new enrolments to commence in the following year, the principal will:

- accept enrolment applications during the current school year
- provide advice about when the application will be assessed; and
- finalise the enrolment of all Kindergarten students and Pre-primary to Year 12 students who are not guaranteed a place after the application closing date which is the first Friday of Term 3 each year

Kindergarten

The principal will:

- assess all Kindergarten enrolment applications for the following year after the enrolment application closing date
- not enrol students already enrolled in another public or private school, unless the student is transferring; and
- advise parents in writing where Kindergarten enrolment does not guarantee Pre-primary enrolment at the same school

For a school with a local intake area, the principal will give Kindergarten enrolment priority in the following order:

- First priority - A child residing in the local intake area who will have a sibling enrolled at the school for that year, and who lives nearest to the school.
- Second priority - A child residing in the local intake area who will not have a sibling enrolled at the school for that year, and who lives nearest to the school.
- Third priority - A child residing outside the local intake area who will have a sibling enrolled at the school for that year, and who lives nearest to the school.
- Fourth priority - A child residing outside the local intake area who will not have a sibling enrolled at the school for that year, and who lives nearest to the school

Pre-Primary to Year 6

For a school with a local intake area, the principal will:

- assess all enrolment applications
- enrol eligible students who reside within the local intake area
- assess enrolment applications from outside the local intake area after the application closing date only if there are available places within available classroom accommodation and organisation of classes;
- give enrolment priority to students from outside the local intake area in the following order:
 - First priority - A student qualifying for an approved specialist program for that year.
 - Second priority - A student who will have a sibling also enrolled at the school for that year, other than a sibling in an approved specialist program, and who lives nearest to the school.
 - Third priority - A student who will not have a sibling enrolled at the school for that year or with a sibling in an approved specialist program and who lives nearest to the school

Students with a visa

The principal will:

- request that parents provide evidence to show whether the student is a permanent or temporary resident and their visa status to support an application for enrolment
- sight and copy the visa information provided for a student
- manage the enrolment in accordance with Enrolment Framework for Students with a Visa; and
- inform parents that the school should be advised promptly about changes to the student or parent's visa status.

Students with a disability

The principal will:

- accept an enrolment application from a student with disability
- assess the application on the same basis as all other applications for enrolment at the school
- reserve a place for a student with disability who is eligible to enrol when the teaching and learning adjustments are still to be confirmed
- if necessary, manage the enrolment in accordance with the Enrolment Framework for Students with Disability
- if necessary, manage the enrolment of a student with disability who is a visa holder in accordance with the Enrolment Framework for Students with a Visa

Recording enrolment information

The principal will:

- manage confidential enrolment records in accordance with the Department's Records Management Policy and Procedures
- comply with the School Curriculum and Standards Authority record keeping requirements
- share enrolment information as required to meet the Department of Education's reporting requirements or obligations to other Government departments or agencies; and
- provide access to enrolment records as required under the Freedom of Information Act 1992 and/or the School Education Act 1999

Retention of enrolment records

The principal will:

- retain all enrolment records in accordance with the Department's Records Management Policy and Procedures and Manage enrolment records

The Director of Education will manage enrolment records when a school is permanently closed.

Transfer of student records

The principal will:

- manage notice of transfer between Western Australian schools, including transfers from primary to secondary school or between public and private schools or home education
- use the Interstate Student Data Transfer Note (ISDTN) for students who move from interstate; and
- manage the transfer of records in accordance with the Department's Records Management Policy and Procedures and Manage enrolment records

The principal will:

- Manage notices of transfer and records for the intrastate movement of students (including transfers from primary to secondary school)
- Notify the newly transferred student's former principal within five school days that the student is now enrolled in their school
- Notify the Education Regional Office if the enrolling student was registered for home education so student records can be transferred to the school within five school days of receipt of the notice of transfer
- Provide the Education Regional Office with student records within five school days of receipt of the transfer note when notified that the parent has registered as a home educator; and
- Transfer the student enrolment records to the new school and retain other student records until the former student reaches 25 years of age.

Enrolment disputes

Declining an Enrolment

The principal will:

- decline an enrolment if the student cannot be enrolled in accordance with these procedures
- provide the parent with a declined application letter (link for staff use only) at the earliest opportunity if an enrolment application is declined
- also provide the Declined Enrolment Applications – Parent Information.

The Director of Education will:

- review a principal's decision to decline an enrolment at the request of the parent
- determine if the enrolment should be declined and provide written advice to the parent about:
 - The Director of Education's decision and the reasons for the decision
 - Other public school/s at which the student may enrol; and
 - How to request a review by the Minister for Education if they are not satisfied with the Director of Education's decision.

Cancelling an Enrolment

Enrolment information at the time of enrolment is false or misleading

If cancelling an enrolment, the principal will:

- provide the parent with written advice that a student's enrolment may be cancelled and the reason for the cancellation
- provide the parent with a reasonable opportunity to show why the enrolment should not be cancelled
- if the enrolment is cancelled, provide the parent with written advice of the date on which the cancellation becomes effective; and
- provide the parent with information about how to request a review by the Minister for Education if they are not satisfied with the principal's decision.

Enrolment information is not up to date

If cancelling an enrolment, the principal will:

- provide the parent with written advice that a student's enrolment may be cancelled and the reason for the cancellation
- provide the parent with a reasonable opportunity to show why the enrolment should not be cancelled
- if the enrolment is cancelled, provide the parent with written advice of the date on which the cancellation becomes effective; and
- provide the parent with information about how to request a review by the Minister for Education if they are not satisfied with the principal's decision.

REVIEW DATE

18 July 2025