

This policy and procedure outlines enrolment practices for students interested in enrolling at Thorndon Park Primary School and is based on the Felixstow 2 Portfolio Enrolment Protocol.

Many schools across the Felixstow 2 Portfolio are experiencing capacity issues in managing enrolments R-12. Providing protocols and timelines for managing enrolments aim to build coherence and consistency between schools and school communities.

Families interested in enrolling their child need to complete the Registration of Interest (ROI) form and provide all requested documented evidence when submitting their ROI. It is not an enrolment.

Acceptance of ROI occur in two rounds

Round 1 accommodates local children and non-local children with automatic entry (e.g. siblings)

Round 2 includes offers to non-local children

To determine a child's local school search the child's home address at <https://www.education.sa.gov.au/findaschool>

Critical timelines - Schools without a Capacity Management Plan (CMP)

Friday Week 10 Term 2	Closing of Registration of Interest for consideration of following year enrolment
Monday Week 3 Term 3	Round 1 offers of enrolment and enrolment forms sent to eligible families from Enrolment Register of Interest
Friday Week 5 Term 3	Deadline for confirmation of acceptance of Round 1 offers. Enrolment forms to be completed and returned to the school with requested documentation
Monday Week 7 Term 3	Meeting of Principals and Local Education Team (LET) to negotiate allocation of unplaced local students from CMP schools and/or cross referencing of first round offers between schools. To be completed prior to second round offers
Friday Week 7 Term 3	Schools to send round 2 enrolment offers and transition information to verified families Any non-local applications not offered a place in round 2 are placed on a waiting list, and families informed they will be contacted if a vacancy occurs at relevant year levels
Monday Week 9 Term 3	Deadline for confirmation of acceptance of offer for round 2. Enrolment forms to be completed and returned to the school with requested documentation
Week 5 Term 4	No further top ups from any Department site to CMP schools. Non-CMP schools can still accept enrolments from families living in their local area for the following school year.

Enrolment protocol when a site is at or near capacity during the school year

If a site receives an enrolment enquiry from a local or in zone family and the site is at capacity in that year level, the process is as follows:

- The details of the family will be noted and the school will explain the situation, informing them an alternative will be sought and communicated to them as soon as possible
- Enrolment Officer/Leader contacts other nearby non CMP schools to investigate a vacancy at that particular year level
- If a vacancy is sourced at a nearby school, Enrolment Officer/Leader will let the family know and explain they can remain on the local or zone schools' *Enrolment Register of Interest* for the next available vacancy
- If a vacancy cannot be sourced, school will contact Regional Office and provide details of the family and the schools you have already contacted. The Office will work with the school to look at alternatives which may include CMP schools for short term enrolment as determined by the Education Director. If all options have been exhausted, it is possible that the student will have to be enrolled at the zoned school despite there being capacity issues.

General Information

To ensure consistency in exchange of information, the following process will occur following a family's request to be included on the *Enrolment Register of Interest*.

- A member of the Leadership Team will meet with the family to discuss enrolment
- The student's previous/current school will be contacted to obtain information which may assist in accurate placement and support of the student upon enrolment
- If any assessments have been conducted or a student has been diagnosed with a disability, the enrolling family will provide copies of these to the school to inform appropriate interventions.

Reviewed May 2019



Government of South Australia
Department for Education