



Swallowcliffe P-7

We value **Honesty, Respect, Achievement**

SWALLOWCLIFFE School Enrolment Policy

Rationale:

- The United Nations Convention on the Rights of the Child (the Convention) states...“that all children have the right to an education that lays a foundation for the rest of their lives, maximises their ability, and respects their family, cultural and other identities and languages. The Convention also recognises children’s rights to play and be active participants in all matters affecting their lives”

Aim:

The aims of the Swallowcliffe School Enrolment Policy is

- to provide a smooth transition into school for eligible children.
- to provide families with information regarding the school expectations, policies and procedures.

Enrolment:

Eligible enrolment

- As per DECD guidelines children are not required to attend school until they are 6 years of age.
- Same First Day for all students - Where a child turns 5 before May 1, they will start school on the first day of Term One of that year. Where a child turns 5 on or after May 1 they will start on the first day of Term One the following year.
- The minimum age for starting school will be four years and eight months from 2014

Proof of Age

- At the time of enrolment parents/guardians are required to provide proof of their child’s birth age. The following documents will be accepted by school in this regard:
 - Birth Certificate
 - Passport
 - Official Centrelink documentation stating child’s name and birth date

If there are any concerns regarding proof of age, circumstances will be discussed by leadership with the final decision resting with the site leader.

Enrolment of Students with Separated Parents

- At the time of enrolment, the parent will be asked to provide a current Family Court Order. A copy will be kept at the school in the students file.

Our Mission: To empower students to recognise and optimise their full learning potential.



Government of South Australia
Department for Education and
Child Development

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Orientation Process

The purpose of orientation is to establish positive relationships between families and the School.

1. Families to fill out a New Enrolment Survey with a front office staff.
2. Front Office Staff to let the family know a member of leadership will be in contact with them within 48 hours.
3. A member of leadership will ring the family and arrange an enrolment meeting.
4. A member of leadership will ring the students previous school for any relevant information regarding the student's needs, behaviour, verifications etc.
5. At the meeting an enrolment pack and forms will be given to the family. If needed a translator can be booked for families not speaking English as their first language. **Children will not begin School until families have met with a member of leadership.** *This meeting will give families the opportunity to; have a one to one conversation sharing the needs of the children, and information regarding the School.*

At the meeting families will meet with staff and discuss

- Enrolment forms
 - Medical information and medical forms that need completing (puffers/medication). These all need to be at the school upon the child starting
 - Times school opens/ beginning and end of day
 - Routines eg signing in if late/early pick up
 - How families can spend time with their children in the preschool
 - School library, information board
 - Special events
 - Policies and procedures
 - Play group/ special groups
 - Walk around the School
 - Question time/ needs/ issues
6. Teachers given (at least) 24 hours notice of the new student starting and any particular needs.
 7. Families contacted re class teacher, location of class and starting date
 8. After all enrolment forms and medical/custody papers are completed and medication given to the School eg asthma puffers, child/ren can start School.

REVIEW

This policy has been endorsed by the Governing Council.

This policy will be reviewed and updated as required ie due to new information.

2017

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