

# MINIMBAH PRIMARY SCHOOL

## ENROLMENT POLICY



Implemented: June 2019

Reviewed: April 2021

Reviewed & Revised: May 2021

Reviewed & revised: January 2024

## ENROLMENT POLICY

1. Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at Minimbah Primary School.
2. Students enrolling at school for the first time will be five years of age on or before 31 July.
3. The School will base any decision about offering a place to a student on:
  - Family relationship with the school:
    - sibling of a current or ex-student;
    - either of the parents attended the school
    - they hold attitudes, values and priorities that are compatible with the School's ethos
  - The student:
    - the contribution that the student may make to the school, including the co-curricular activities
  - The school:
    - ability to meet the special needs or abilities of the student
  - Other considerations
    - Order of receipt- when the application to enrol is received by the school
4. The School will meet with parent/carer(s) of the student before offering a place.
5. The School has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
6. Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.

### APPLICATION FOR ENROLMENT

1. Student Enrolment Forms are available from the Front Office.
2. Details of the enrolment process are provided by the principal during the enrolment interview.
3. Parents return a signed Student Enrolment Form to the school as soon as possible. This places the student on the registered student list for future enrolment in the year indicated. All registered students are placed on the school's waiting list.
4. No fees are charged at our school.
5. For this information, the word "parents" includes guardians and care givers, if applicable.
6. Parents will be advised as soon as is practicable, if there is a place at the school.
7. The place will be offered, after interview and with due consideration by the Principal, or his/her delegate.
8. Subject to provisions in the Anti-Discrimination Act 1997, the school reserves the right to decline enrolment to any student without expressing any reason for its decision. The inclusion of a student on the waiting list does not guarantee his or her acceptance as a student.

9. A student is deemed to be enrolled at the school, following the acceptance by the Principal and return of the signed Enrolment Form.
10. It is a condition of enrolment and continued attendance of students at the school that parents, on their own behalf and on behalf of the student, are aware of the policies of the School and accept that such enrolment or continued attendance of the student is conditional upon the observance of the policies of the School.
11. The school will contact parents on a regular basis to ensure that it has accurate and current contact information, including addresses, phone numbers and medical information.
12. The school expects parents promptly to inform the school if contact or medical information changes.

#### STUDENTS WITH SPECIAL NEEDS

13. MPS will offer all students, regardless of whether they have a disability, the same educational opportunities. This means that if a person with a disability meets the necessary entry requirements of the school, he or she will have the same entitlement to enrol at school as everyone else.
14. Parents are requested in the Enrolment Form to inform the school if their child has any disability or learning difficulty which may affect his or her education and which may require adjustments by the school to meet these special needs.
15. Prior to offering a place at the school, the school may consult with the student and his/her parents about the disability or learning difficulty and its effect on the student's capacity to participate in the school's courses of study and programs and to use the facilities and services provided by the school. The purpose of this consultation will be to assist the school to consider and identify whether any reasonable adjustment is necessary and can be made to the student's participation at the school.
16. Parents of students who are diagnosed with ADHD/ADD or ASD and are prescribed medication are required to inform the school if the child's medication changes or is ceased to be administered. The school will then assess the needs of the child and the school, before making a decision as to whether the child's enrolment will continue. The enrolment of the child will be based on behaviour and learning.