

## **ENROLMENT PROCESS**

Flagstaff Hill Primary School is a Reception to Year 7 school in the Southern Adelaide Region. The school is experiencing significant enrolment pressure based on changing demographics within the area and a positive public perception. The school has an enrolment ceiling of approximately 640 students.

### **RATIONALE:**

To ensure that students in the local area are able to access their local school a zoning area has been identified and is applied at the discretion of the Principal to ensure the effective learning and care of students at the school.

### **ZONING:**

A zone was identified in 2020 to support the management of student numbers at the school.

Students living within this zone have the right to attend Flagstaff Hill Primary School. Students living outside the zone may be placed on a waiting list depending on the capacity of the school to meet the learning and safety needs of the students attending.

The Principal has the discretion to apply the zone to ensure the effective learning of students at Flagstaff Hill Primary School at any time.

### **ENROLMENT PROCESS:**

Students living inside the zone:

Parents wishing to enrol students at Flagstaff Hill Primary School are required to provide:

- For parents/guardians who own their residence, they must provide:
  - a copy of the contract of sale for the property (or a recent council rates notice) and
  - a recent gas or electricity bill for that property.
- For parents/guardians who rent their residence, they must provide:
  - a rental agreement that covers the first 12-months at the school and
  - a bond receipt lodged with Consumer and Business Services and

- a recent gas or electricity bill for that property
- Copy of your child's birth certificate
- Copy of family law or other relevant court orders (if appropriate)
- Relevant visas (if appropriate)
- Medical and/or health care plans

#### Students living outside the zone:

Will gain entry if sibling rights apply

*Or*

Will be placed on a waiting list using the following criteria:

- Distance from school calculated using Find a School website
- Year level required

### **REGISTRATION OF INTEREST PROCESS:**

A registration of interest to enrol process is in place for families wishing to be considered for enrolment in Reception for the next calendar year. Families can lodge a 'Registration of Interest to Enrol' form with the school by 30 June in the year prior to the child commencing Reception (forms are not accepted any earlier than this). The form can be found on the school's website.

Enrolment offers will occur in two rounds:

- Round 1 offers to local families/siblings commence at the beginning of August.
- Round 2 offers to non-local families commence at the beginning of September, if vacancies are available.

Non-local families are welcome to register interest in enrolling however due to significant enrolment pressure; we encourage you to contact your local school. If we are unlikely to be able to offer placement to non-local families after Round 1 we will advise of this as early as possible.

Once initial offers of enrolment have occurred and families have been notified of a place, all non-local applicants who were not offered a place are placed on a waiting list. During term 4 the Principal can determine whether they wish to open the school's waiting list for the coming school year, once enrolments have been confirmed.

## **GLOSSARY OF TERMS**

**Enrolment pressure** – When demand from families for enrolment is greater than places available at the school.

**Zone** – The defined area from which the school accepts its core intake of students. A school zone description is approved by the Minister as per Regulation 60(2a) of the Education Regulations 2012 (SA).

**Enrolment ceiling** – The number of students the school can accommodate to ensure vacancies for forecasted siblings and in-zone growth (under the total student enrolment capacity for each year level).

**Sibling rights** – siblings are brothers / sisters regardless of family structures of currently enrolled students and may be enrolled at the school regardless of address. Please note, siblings of non-local students may not be given priority for enrolment over local students in the future, if there are insufficient vacancies.

**Discretion of Principal** – the Principal has the right to enforce the zone when applicable based on numbers enrolled and projected numbers.

