

Enrolment Guidelines Summary

Updated: May 31, 2018

Rationale

As of 22/5/2018 the Department of Education & Training has determined that a number of schools across the state, including CHPS will not be provided any further classrooms, so will have to work within their existing classrooms and support facilities. This applies because we have more than 50% of our students from outside our neighbourhood area and means that we will have a student cap on enrolments. School Council will determine the appropriate number of students with the now capped facilities we have available.

This is a clear departure from the current policy we have been operating for many years and comes at a very unfortunate time in the process of enrolling Preps for 2019.

Implementation

We expect we will set our capacity for 2019 at 100 students. This year we have 102 Preps, last year we had 91 and in 2016 the intake was 120. So as you can see it may have a small effect for 2019, dependant on how many families decide to enrol. Over time the school would settle to a little under 700 students. We are currently 729 students.

We will require additional information from families putting in an enrolment application, as we may need to select enrolments in relation to their proximity to the school.

We will need to determine those enrolment applications which reside within our neighbourhood area.

The closest school and therefore your neighbourhood school is defined as the State Primary School that is the closest in geodesic distance to the entry point of the student's place of permanent residence. (Parents or guardians of intending students should note that the geodesic distance is the shortest distance by air to the school and is not measured as distance travelled by road).

The Enrolment Application form will need to be supported by two of the following items to satisfy the proof of address requirements pertaining to the place of residence of the custodial parent or guardian:

- Driver's Licence
- Council Rate notice
- Bank statement
- Residential Lease or bond lodgement receipt issued within eight weeks of the application.
- Utility bill (gas, water, telephone or electricity) issued within eight weeks of the application.

There is a more detailed Department policy on this which can be requested if required.

Applicants may also be called upon to sign a statutory declaration as a proof of the child's residential address.

The Enrolment Application for a student in Shared Custody shall be supported by a Custodial Order.

Siblings, step-siblings and half-siblings will be considered as siblings if they are co-resident and in the custody of the same parent or guardian.

Priority order of placement

Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order: Note this may not be required if enrolment is less than 100.

1. Students for whom the school is the designated neighbourhood school (closest school, within DET guidelines).
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. All other students in order of closeness of their home to the school.
4. In exceptional circumstances, compassionate grounds at the Regional Directors discretion.

Guidelines

We will not be accepting students through years 1 – 6 unless we are their neighbourhood school.

Enrolments for Preps for the following school year

Students who have lodged applications prior to 25/5/18 will be accepted, as that was the policy at the time.

Upon receipt of an Enrolment Application after this date for future prep students, parents will be sent a letter stating that their application has been received. The letter will provide the parent with a date by which the school will notify them of the outcome of their application. This is expected to be in early August.

These are the parameters for the 3 points above:

- In processing Enrolment Applications, The School will give preference to students living closest to the school.
- In the case where a child has two residences (eg shared custody), the residential address will be considered to be the address where the child resides for the greatest proportion of time during the school week.
- Students must be of appropriate school age as required by the DET (5 years of age by the 30th of April of the year of enrolment).

Enrolment Applications for intending Preps commencing in 2019 must be received by 1:00 pm on June 29, the last school day of term.

Parents or Guardians who may be considering a further year of kindergarten for their child are still advised to enrol their child by the specified date as above). Where the child is to continue at kindergarten, the school should be notified in writing by the first week of November that the child's enrolment application is to be withdrawn. A new Enrolment Application form must be submitted in the following year.

After processing Enrolment Applications that meet the criteria of the guidelines, further enrolments will be processed after which a priority list will be created and addressed before the end of September.

Applications for enrolment should only be lodged with one government school.