

## **ESSEX HEIGHTS PRIMARY SCHOOL** **ENROLMENT POLICY**

To be eligible for school enrolment your child must turn 5 by the 30<sup>th</sup> April in the year in which they start school.

Please bring a copy of your child's Birth Certificate and if possible, their completed Immunisation Certificate. Immunisation Certificates can be obtained by ringing: 1800 653 809 or through Medicare Office. A completed enrolment form should be returned to the school: [Enrolment Forms](#)

Essex Heights has an officially approved enrolment ceiling through which we are striving to manage our whole school enrolment. Consistent with DEECD guidelines, we are required to enrol students in the following priority order:

1. To provide each student with a place in their designated neighbourhood school. In the case of Essex Heights Primary School the designated neighbourhood school is defined as the school that is nearest 'in straight line distance' to a student's usual place of residence.
2. To provide a place for students with a brother or sister who has the same permanent residential address and will be concurrently attending the school.
3. To provide for students in order of closeness of their home to the school.
4. That in exceptional circumstances students may be enrolled on compassionate grounds where there are significant family or individual circumstances at the Principal's discretion.
5. Other students, depending on the school's whole-school enrolment profile and the number of children in a particular year level.
  - Out of zone applications will be accepted in order of closeness to school and notification of acceptance issued by the end of Term 3.
  - Out of zone applications after this date will be accepted at the discretion of the principal.

Parents are encouraged to bring their child to all transition & orientation sessions to provide the best possible start at Essex Heights Primary School.

This policy will be reviewed as part of the school's three-year review cycle

School Principal

School Council President

Andrew Crossett  
School Council June 2014

Trevor Sharrock