

---

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

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

Essex Heights Primary School has an officially approved enrolment ceiling through which we strive to manage our whole school enrolment. Consistent with Department of Education and Training (DET) 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.

An enrolment application to Essex Heights Primary School must include provision of the child's Birth Certificate and Australian Immunisation Register certificate (or where the child's immunisations were received overseas, an Immunisation Status Certificate from the City of Monash), immigration documentation (where a child was not born in Australia), and address verification documentation to confirm the student's eligibility to enrol at Essex Heights Primary School. Measures to verify a student's address before acceptance of the application may include:

- Viewing original or certified copies of rental agreements, unconditional contracts of sale, council rates notices, recent utility bills, or other official documentation that demonstrates permanent residency at the address; and
- Checking the Australian Electoral Roll; and
- Checking whether the contact landline phone number provided is registered to the residence provided on the enrolment form; and
- If it is rental property for a studio apartment or a one bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment; and
- Requiring parents to complete a statutory declaration confirming they are living in the address and that the arrangement is genuine and intended to be permanent.

A prospective student's application to enrol may not be accepted if the requested information/documentation is not provided.

Enrolment applications should be submitted by the end of Term 2 of the preceding year to assist with school planning.

Parents are encouraged to bring their child to all transition and 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

George Perini

Jennifer Bittner

School Council August 2020