



# Evanston Gardens Primary School

## Enrolment Procedure

This procedure is in line with the Department for Education Registration of Interest Process Procedure, Admission Procedure and the School and Preschool Enrolment Policy.

### Principles

- Every child and young person has a right to education and an opportunity to attend a local school or preschool near their primary place of residence (home) or one that is accessible via transport.
- Equal opportunity is promoted in all government schools.
- Evanston Gardens Primary School values the relationship we have with our community and families.

### Planning for Enrolment

Families should use the [find a school or preschool tool](#) to determine a student's local school or preschool.

All interested families need to complete the Evanston Gardens Primary School expression of interest form.

Families are encouraged to complete an expression of interest the during year before students commence their first year at school (reception), preferably in June-July, to enable information to be sent and the transition program to be successfully planned.

Evanston Gardens Primary School may be able to accept enrolments from outside of our catchment area. We encourage all families to also consider their local school.

Parents may register interest to enrol their child in any school or preschool of their choice, however acceptance of an application during the registration of interest process does not guarantee enrolment.

### Expression of Interest

All interested families need to complete the Evanston Gardens Primary School expression of interest form. This may be completed over the phone or in electronic or hardcopy.

Information collected may include:

- Names and contact details (residential and postal address, email, phone number) of all parents with legal responsibility
- Names, ages, gender and current year level of all enrolling children
- Details of any siblings who may wish to enrol for reception the following year
- Site(s), including pre-school at which the child(ren) have previously be enrolled
- Whether anyone in the family identifies as Aboriginal or Torres Strait Islander
- Whether the child/ren or family members speak a language other than English at home
- Whether the child has any siblings at the school or community links
- Whether the child requires a personalised learning plan (One Plan). One Plans are required for children in care, Aboriginal children and young people, children and students with disability, children with targeted funded support, or children accessing specific amounts of support through the IESP grant
- The parent(s) reasons for seeking enrolment at Evanston Gardens Primary School or for wishing to change schools

The school will request proof of address and identity documents for students (enrolment). We may confirm these before enrolment requests are progressed

Evanston Gardens Primary School staff may contact the previous school to discuss transition planning for enrolling students.

## Considering Expressions of Interest

The principal will consider the factors including the distance from the child's home to the school, curriculum needs of the child, social and family links the child has to the school, and any transportation and location needs of the child when determining whether a child or young person's placement can be managed.

The principal holds the decision making power in accepting enrolments. The principal will consider the school's capacity and if accommodation and resources are available at the school accommodate the enrolment.

## Enrolment Process

Where the enrolment is able to be accommodated, the school will:

- Set a pre-enrolment meeting with the parent(s) or carer(s) to discuss the enrolment process
- Collect proof of copies of required documentation (see 'documentation' section)
- Request names and contact details for emergency contacts and other family members as applicable
- Support the parent(s) or carer(s) to complete enrolment documentation if required and answer any questions
- Provide a copy of the student permissions document to be signed
- Provide general information as to the running of the school, purchasing uniforms and out of hours school care if required
- Make plans to support the child's transition to the school, including any additional support needs

## Support to Find a School

Parents(s)/carer(s) are encouraged to:

- Consider and express interest to their local or other nearby schools on the [find a school or preschool tool](#).
- Consider placing their student on a waitlist in the event that classes are full
- It may be helpful to contact Student Support Services at the local education office for support in finding a suitable school [Student Support Services \(education.sa.gov.au\)](#)

## Documentation

The following documents must be provided as part of the enrolment process:

- **Proof of residential address**  
Examples include:
  - a copy of the contract of sale for the property, or a recent council rates notice
  - a rental agreement that covers the first 12-months (or a period as agreed by the principal)
  - a recent gas or electricity bill for that property

- **Name and date of birth of the child(ren)**

Examples include:

- official birth certificate or extract
- passport or travel document such as a visa
- Centrelink or other official government documentation stating the child's name and birth date

A parent must also provide:

- details of any school or approved learning program and information relating to the academic progress in which their child was previously, or is currently, enrolled – this includes achievement levels and education history when transferring from interstate or overseas
- any other information as requested including copies of:
  - any court orders
  - relevant visas
  - any medical and health care plans
  - any other documented evidence as required

Details of both parents (even if they do not share care of the child) are encouraged to be listed on the enrolment form. Both parents with legal parental responsibility are encouraged to sign the enrolment form.

It may not always be possible or appropriate to get consent to enrol from all parents. Schools are required to make and document enquiries about the parenting arrangements for the child. Documentation should include any reasons why all parents with parental responsibility cannot sign the enrolment form.

The school should also request parents disclose any court orders relevant to the child (including parenting, recovery or intervention orders). If there are court orders in place, the school or preschool can be guided by these.

The school will also gather all factual information relevant to the circumstances of the child as needed. Schools can get this information from discussions with all parents with parental responsibility (if possible and appropriate) and with the child's current or previous school or preschool.

## **Children and young people in care**

[Local Student Support Services](#) and the Department of Child Protection (DCP) will work in partnership with a principal and director to:

- identify the most appropriate placement for a child or young person in care before their admission to a preschool or school
- improve the educational outcomes of children and young people in care.

## **Resources**

- Information about enrolment in SA Government Schools  
<https://www.education.sa.gov.au/parents-and-families/enrol-school-or-preschool/school-enrolment>
- Customer Feedback Unit 1800 677 435 or online <https://www.education.sa.gov.au/department/about-department/contact-department/feedback-and-complaints-about-school-or-preschool>
- Education Office locations in each region including Student Support Services  
<https://www.education.sa.gov.au/student-support-services-0>