



PURPOSE: Enrolment at McLaren Vale Primary School is based on the DfE School and Preschool Enrolment Policy and DfE Placement procedure.

COMPULSORY SCHOOL AGE:

All children living in SA must be enrolled in and attending school from the age of 6 years until they turn 16 years of age. This is known as the compulsory school age under the Education and Children's Services Act 2019 (SA). Parents may be subject to penalties if it is found that a child or young person of compulsory school age is not enrolled in a school and does not have an approved exemption from attending school.

STARTING SCHOOL:

Government primary schools have two major enrolment intakes each year for children being enrolled by their parents in reception:

- intake 1 for children starting at the beginning of the year (Term 1),
- and intake 2 for children starting mid-year (Term 3).
- Children who start Reception through the mid-year (intake 2) will undertake 6 terms of reception.

Age of eligibility

Age of child	Eligibility
Turns 5 years of age before 1 May of that year	Can start reception at the beginning of that year (intake 1). Children undertake 4 terms of reception.
Turns 5 years of age between 1 May and 31 October of that year	Can start reception at the beginning of term 3 of that year (intake 2). Children undertake 6 terms of reception.
Turns 5 years of age after 31 October of that year	Can start reception at the beginning of following year (intake 1). Children undertake 4 terms of reception.

Commencing school in the year a child turns 6 years of age:

- For parents who do not wish to enrol their child until the year they turn 6 years of age, it is recommended the child starts school on the first day of the nearest major enrolment intake (e.g. the start of the school year or mid-year, whichever is closest in months) prior to the child turning 6 years of age.
- A child must be enrolled at a school by their 6th birthday.
- Where Aboriginal children and children who are or have been in care are to remain in preschool after their 5th birthday, it is recommended they commence school in mid-year term 3 (intake 2) so they are provided with access to 6 terms of reception.
- If parents determine their child will not commence school until they turn 6 years of age, the child may be enrolled at any time with consideration of the following: there have been discussions with relevant parties, i.e. the principal/director, parents, and student support services staff in relation to transitioning to school. The discussions are documented in a transition plan to support continuity of learning and the establishment of any supports needed for the child.

MCLAREN VALE PRIMARY SCHOOL ZONE:

McLaren Vale Primary School has an approved school zone. A school zone is a bounded geographic area surrounding a school from which the school accepts its core intake of students. When a school has a zone, the school ensures enough spaces are available to cater for demand from students living inside their school zone.

Children residing within the school zone are guaranteed a place.

The boundaries for the McLaren Vale Primary School zone are:

To the South, along Malpas Road along Binney Road to Edwards Road.

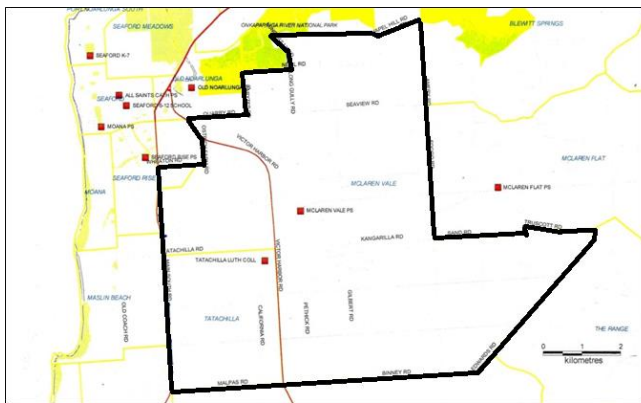
To the West from Malpas Road along South Road to Wheaton Road, along Ostrich Farm Road to Victor Harbour Road to Quarry Road.

To the North, Quarry Road left onto Barytes Road, right onto Neill Road, left onto Long Gully Road into National Park to Chapel Hill Road.

To the East, Amery Road from Chapel Hill Road down to Foggo Road to Sand Road to Truscott Road and right onto Edwards Road joining the southern border.

To find your zoned school please go to:

<https://www.education.sa.gov.au/parents-and-families/enrol-school-or-preschool/find-a-school-zone-or-preschool-catchment-area>



APPLYING AS AN OUT-OF-ZONE APPLICATION:

After in zone enrolments have been accommodated, all other families residing outside of the school zone will be considered. If there are remaining places, out of zone placements will be offered based on whether any, all or a combination of the following applies:

- A child or young person with siblings currently attending the school
- A child or young person in care
- A child or young person identified as Aboriginal and participating in a Department for Education program (Receptions only)
- A child or young person granted entry due to a special consideration.
- Other

Please read below for further explanation.

a) A child or young person with siblings **currently attending the school and will be enrolled to attend school in the same calendar year**

A sibling is a person who is:

- a biological or adoptive sibling of the current enrolled child or young person irrespective of their home address (with evidence of at least one biological or adoptive parent in common)
- a child or young person whose home is the same as that of the enrolled student's and whose parent is the partner (including de facto relationship) of the enrolled student's parent.

Parents will need to provide evidence that shows both parties are in a genuine relationship and that the children or young people have the same home

- a child or young person officially in care or foster care and living at the same place of residence with the enrolled child or young person.

b) A child or young person in care -

Before the lodgement of a registration of interest form for a child in care, all parties (including the child's caseworker, carer, appropriate local Student Support Services staff, current school or preschool) should discuss enrolment options, expectations, responsibilities and commitments. The child's current caseworker completes the child's registration of interest form. Children in care should receive automatic entry to the first nominated preschool or school listed on their lodged registration of interest form. There are times when a registration of interest process will not be followed due to a sudden placement of a child where immediate enrolment or transfer is needed. The school should aim to make each child's transition as smooth as possible and can start working with case workers and carers as soon as the registration of interest form is received. This includes making sure appropriate supports are provided through a personalised learning plan (One Plan) that includes appropriate goals in consultation with the student, their case worker and carers.

c) A child or young person identified as Aboriginal and participating in a Department for Education program

Aboriginal students - Enter for Success strategy

- The Enter for Success strategy can be accessed by Aboriginal and/or Torres Strait Islander students the year before entering school at transition points (i.e. Reception and Year 7).
- This strategy addresses the inclusion, attendance, participation, and retention of Aboriginal students at school.
- Under the strategy, schools will give automatic entry to students who identify as Aboriginal and/or Torres Strait Islander who wish to enrol and who are eligible to start school for the following year.
- There is no separate registration form to apply for the strategy, it is automatically applied to all identified Aboriginal and/or Torres Strait Islander students when they apply to start school via a registration of interest form.

- It is recommended that before the lodgement of the child's registration of interest form, the child's preschool or primary school organises to meet with all parties (e.g. parents, appropriate local student support services staff, Aboriginal Education staff, and if available the intended primary or secondary school) to discuss enrolment options, expectations, responsibilities, and commitments of all parties.
- All parties (including parents, preschools, schools, student support services and Aboriginal Education staff) can start working together on transition supports and planning for Aboriginal children, prior to the school's finalising the enrolment and completing the school's enrolment form.
- Starting Primary School (Reception) - Parents of Aboriginal children eligible for Reception can apply for the strategy:
 - up to the last day of term 4, the year prior to the beginning of the school year (intake 1)
 - up to the last day of term 2, the year they will start school mid-year (intake 2).
- Parents of Aboriginal students are encouraged to have their child commence Reception through one of the major enrolment intakes but may opt to have their child commence reception at any time after they reach the age of eligibility for school as per the school and preschool enrolment policy

d) A child or young person granted entry due to a special consideration.

Children granted a special consideration placement

The Principal has the ability to accept the placement of a child at their school regardless of their home address if they determine it's in the child's best interest to do so, based on the criteria outlined below.

- **Children and young people with significant extenuating family or individual circumstances:**

The Principal determines that on the evidence provided the child or young person's wellbeing will be negatively and severely impacted if placed at their local school or preschool. This may include:

- compassionate circumstances, such as chronic homelessness, escaping domestic violence or recently orphaned
- medical reasons, including severe illness and significant mental health concerns or conditions (usually those that have necessitated hospitalisation or medical treatment)
- circumstances that significantly impact on the welfare and or safety of the child or young person. This may include being at serious risk through contact with another student or member of the school or preschool community.

A request to attend a school or preschool due to work commitments, learning difficulties, child care arrangements or to be with peers is not usually considered a reason for special consideration placement.

If the school is under significant enrolment pressure the principal must carefully assess the requests for special consideration, and where required consult with their local Education Director. The Principal's decision to accept the special consideration placement must be documented.

Schools must make sure families are aware that the offer of placement into their school due to special consideration will not result in automatic entry into neighbouring schools (for example, secondary school).

Children and young people living in shared care arrangements

- Generally a child or young person will ordinarily attend a school close to the home of the parent who has the majority of their primary day-to-day care.
- If a child or young person lives in a shared care arrangement between two primary home addresses, the child or young person can seek placement at either local (zoned) school.
- Alternatively parents, in agreement, can request their child attends a school mid-way between the two homes.
- Although schools will make a reasonable effort to consider placement at the preferred school mid-way for the child or young person, if the request cannot be accommodated, a reasonable alternative may be considered. These requests must be made via the local Education Director.
- The school must request any supporting documents of a child's living arrangements before confirming the enrolment (for example court orders).
- In exceptional circumstances, students may be approved to enrol in more than one school at the same time. This may happen if the child or young person spends a large majority of the school year in a location a significant distance between their homes, that a school mid-way is not possible.

Other out-of-zone applications

Acceptance of other out-of-zone applications will depend on how many places are available at the school.

In these cases, applications will be considered based on the distance of the child's residence from the school, and any other personal needs such as curriculum, social and family links, transport and location convenience or other compelling or unusual reasons.

Out-of-zone applications information

If there is no vacancy available, you will be encouraged to approach your local public school.

A child's name that appears on the enrolment waiting list register is confidential and will not be disclosed.

Parents/guardians may be invited to attend a pre-enrolment interview or information session with the school once a vacancy is offered.

For further information please go to the DfE website at <https://www.education.sa.gov.au> and refer to:
DfE School and Preschool Enrolment Policy and DfE Placement procedure

Please note offers for enrolment to families residing outside of the school zone will only be considered if spaces are available.

REGISTRATIONS OF INTEREST:

Families can register their interest to attend school in the year before they are due to start, however the school's acceptance of a registration of interest does not equate to an agreement for enrolment, nor will your application be ranked in order of date of lodgement.

Reception enrolments

As of 2024, South Australian public primary schools will have two intake dates. This means:

- If your child turns five **before 1st May**, they can start primary school the first day of term 1 of that year
- If your child turns 5 years **between 1 May and 31 October**, they can start school in either:
 - term 3 of the same year
 - or term 1 the following year.

Students enrolled through a mid-year intake will complete 6 terms of Reception.

MAKING ENROLMENT OFFERS:

Beginning of the year (intake 1)

- From Term 3, Week 2, primary schools can make their enrolment offers for children who will commence school at the beginning of the following school year (Term 1). Applications no longer need to be divided into round 1 or 2 enrolment offers, and all intake 1 enrolments can be offered at the same time, with consideration of the below requirements.
- Primary schools must offer enrolment to all eligible families (including local students and non-local students with automatic entry such as siblings and Enter for Success applicants) as per the placement procedure.
- Schools aim to enrol within their enrolment ceiling, however if there are more eligible families, enrolment offers may exceed the enrolment ceiling.
- Schools who exceed their enrolment ceiling should not offer enrolment to additional non-local families (without automatic entry eligibility).
- If places are still available within the school's enrolment ceiling after accommodating all eligible students, with consideration of future mid-year enrolments and late applications from walk-in local families, other non-local families who applied may be considered for enrolment.
- If there are more applications from nonlocal families than places available, applications are ranked as per the department's criteria of allocation of points in schools and enrolment offers made in order to the school's enrolment ceiling.
- For primary schools unlikely to offer placement to non-local families, the parents in those families should be informed as early as possible and directed to contact their local primary school.
- These families can be added to the school's non-local waiting list.

Starting mid-year (intake 2)

- From Term 1, Week 4, primary schools can make their enrolment offers to parents of the children who will commence school mid-year (Term 3) of the current school year.
- Primary schools use the same enrolment offer process as the beginning of the year (intake 1) and offer enrolment to all eligible families.
- If places are still available within enrolment caps/ceilings, nonlocal families may be considered.
- For primary schools unlikely to offer placement to non-local families, the parents in those families should be informed as early as possible and directed to contact their local preschool and primary school.
- These families can be added to the preschool or school's non-local waiting list.

INFORMATION REQUIRED AT ADMISSION:

Once an offer for enrolment is made, parent/guardians are required to complete the school enrolment form and provide the school with a copy of the following:

1) The child's full legal name and date of birth

Parents must supply the school with proof of their child's full legal name and date of birth. A copy of one of the following documents will be accepted:

- The child's birth certificate or extract
- A passport, or travel document such as a visa, citizenship certificate or ImmiCard
- Centrelink documentation stating the child's name and date of birth.

2) The child's permanent place of residency

Parents must supply the school a home location where your child and a parent are primarily living. The address provided must be residential, not a commercial, posting or mailing address.

If you own your home, you are asked to provide the following:

- A copy of the contract of sale or the property rates notice; **and**
- A recent gas or electricity bill for that property.

If you rent a home, you are asked to provide the following:

- A rental agreement
- A bond receipt lodged with Consumer and Business Services; **and**
- A recent gas or electricity bill for that property.

Please note:

- The rental agreement should cover at least the first 12 months the child will be attending the school. For example, for students starting Reception in 2024, the agreement should cover the majority of the 2024 year
- Renting a room or rooms at a property for your child, does not constitute a primary place of residence
- If your child is living with a relative or friend, you will need to provide supporting documentation stating that the relative/friend is the legal guardian of the child. This documentation must include a parenting order from the Family Court, which states that the relative/friend is the formal full-time carer of the child
- A rates notice alone is not acceptable for proof of residency.

The principal is responsible for determining whether proof of residence has been satisfied and may use professional judgement in circumstances where families are not able to meet these requirements. This may include asking parents to provide secondary sources of documentation to establish if the circumstances, whilst unusual, are genuine.

3) Copies of any family law or other relevant court orders

Parents must disclose any court orders (including parenting, recovery or intervention orders) which details matters that should be taken into account by a school when enrolling a child.

4) Copies of relevant specified visas (or permission to access Visa Entitlement Verification Online)

If English is not a parent or carer's first language, we can arrange for interpreting and translation services. Where required, interpreters can be made available during the admission process and pre-enrolment interview.

Upon receipt of the above to the satisfaction of the school, the processing of the parent's enrolment application may begin.

Policy reviewed June 2024

RECEPTION ENROLMENT PROCEDURES:

Term 3 Week 2

Friday

All beginning of year intake enrolment offers to in zone enrolments and others as per out of zone applications process.

Term 3 Week 5

Friday: Round 1 beginning of year intake offers due back to the site with enrolment forms with appropriate proof of age and proof of residence.

Term 3 Week 6

Friday: Any beginning of year intake vacant spaces offered to any other children on out of zone waiting list.

Unsuccessful enrolments notified. Applicants will stay on the waiting list and offered any available positions if they become available throughout the year.

Term 3 Week 7

Wednesday : Principals Tour 9.30-10.30

Term 3 Week 8

Friday:

Round 2 beginning of year intake offers due back to the site with enrolment forms with appropriate proof of age and proof of residence.

List of students coming for beginning of year intake with current preschool placements given to Reception team

Term 3 Week 10

Monday: Madge Sexton Kindergarten and MVPS staff meet to organise transition groups for beginning of year intake.

Term 4 Week 1

Contact made with feeder kindergartens to arrange MVPS staff to conduct visits/observations to their sites.

Email notification to families and feeder kindergartens/preschools notified of visits to school. Invitation to preschool teachers to attend a school visit if appropriate.

Term 4 Week 2

Madge Sexton Kindergarten children acquaintance meetings with Year 6 transition leaders at MSK (**Tuesday / Thursday**)

2 X Reception teachers released to visit Kindergartens to talk to staff and, if appropriate, children.

Term 4 Week 3

Madge Sexton Kindergarten children acquaintance meetings with Year 6 transition leaders at MVPS (**Tuesday/Thursday**)

Term 4 Week 5

Tuesday: Group A and B beginning of year intake school visit (9-11) and Parent Meeting and School Tour (9-10) (MSK staff support transition visit)

Thursday: Group C and D beginning of year intake school visit (9-11) and Parent Meeting and School Tour (9-10) (MSK staff support transition visit)

Term 4 Week 6

Tuesday: Group A and B beginning of year intake school visit (9-12) (MSK staff support transition visit if necessary)

Thursday: Group C and D beginning of year intake school visit (9-12) (MSK staff support transition visit)

Term 4 Weeks 7/8

Handover meetings with Madge Sexton Kindergarten staff, school staff and parents of verified students as appropriate.

Placement meeting with MVPS Reception staff and Madge Sexton Kindergarten staff.

Term 4 Week 9

Reception beginning of year intake students' families notified of class placement by post.

Term 1 Week 1: New Reception beginning of year intake students start school. Please be reassured that we provide a very nurturing and supportive modified program for all children during the first few weeks of school in Term 1 to ensure a smooth and positive transition for you and your child.

Term 1 Week 4

Friday

All mid year intake enrolment offers to in zone enrolments and others as per out of zone applications process.

Term 1 Week 6

Friday

All mid year intake offers due back to the site with enrolment forms with appropriate proof of age and proof of residence.

Term 2 Week 6

Tuesday: mid year intake children school visit (9-11) and Parent Meeting and School Tour (9-10) (MSK staff support transition visit)

Term 2 Week 7

Tuesday: mid year intake children school visit (9-12) (MSK staff support transition visit)

Term 2 Week 8

Reception mid year intake students' families notified of class placement by post.

Term 3 Week 1: New Reception mid year intake students start school. Please be reassured that we provide a very nurturing and supportive modified program for all children during the first few weeks of school in Term 3 to ensure a smooth and positive transition for you and your child.