



Westbourne Park Primary School

2 Marlborough Road,
Westbourne Park 5041
EMAIL: dl.0475_info@schools.sa.edu.au
WEBSITE: wbourneps.sa.edu.au

TELEPHONE: (08) 8271 7430
OSHC: (08) 8373 3759
FAX: (08) 8373 3057

FINAL: ENROLMENT POLICY (APRIL 2016)

PURPOSE

Westbourne Park Primary School is an approved DECD zoned school. As a zoned school students within the zone are assured enrolment.

The number of enrolments of students outside of the school zone will be dependent on whether there are places available.

Students are appropriately placed in classes to best meet their needs.

ACTION

- The following information is to be given to parents/caregivers **within the zone** when either enrolling students or making general enquiries:
 - Parent/Caregiver Information Booklet
 - Enrolment Form for the following year
 - Canteen price list
 - Bank application forms
 - Personal information card
 - Material and Services fees schedule
 - Dental forms
 - DZ Uniform price list
 - Relevant DECD brochures and documents i.e. ICT User Agreement.
- Group school tours will be offered in Term 1, 2 or 3 by appointment to new families that are within the school zone in the year prior to starting school.
- Parent/Caregivers **out of the school zone** making enquiries and/or seeking a place may complete an Expression of Interest ONLY. The completion of the Expression of Interest does not secure a place. Enrolments of students outside of the zone can only be accommodated if there are places available; this may not be known until later in the year prior to starting or at the start of the new school year. Priority will be given to students who live within close proximity to the school zone. School tours will only be offered once the enrolment has been accepted.
- Enrolling students and their parent/caregiver are to be interviewed by the Principal, Deputy Principal or Assistant Principal before being allocated to a class. Class allocation will be on the following day if enrolling after the school year has started.
- The Principal/Deputy Principal/Assistant Principal will be responsible for the allocation of the student to the most appropriate class in consultation with class teachers.
- It is advisable that an interview between the enrolling parent/caregiver and the class teacher should be made within the first few weeks of enrolling and commencing at Westbourne Park Primary School.
- All matters relating to the Transfer requirements (forms, monies, records etc.) will be the responsibility of the School Services Officer responsible for the student module.
- Local Preschools/Childcare services are to be supplied with the appropriate number of packages for future enrolments.

REVIEW

This policy will be reviewed on a needs basis.

The review will involve discussion with staff and the School Council.