



Djidi Djidi
Aboriginal School

**STUDENT ENROLMENT
POLICY**

Updated: September 2012

APPLICATIONS FOR ENROLMENT

Parents/guardians wishing to enrol their child at Djidi Djidi Aboriginal School are required to complete an *Application for Enrolment Form*.

The principal will:

- accept applications for enrolment from all parents/guardians including non-Aboriginal and those children with a disability;
- consider all information provided on the *Application for Enrolment Form* before proceeding to enrol a student at the school;
- manage all enrolment decisions
- ensure that parents/guardians, are informed in writing or via interview about the requirements of the school's code of conduct, expected standards, attendance, dress code, general school operations. This may also involve a tour of the school facilities.
- advise all parents/guardians in writing if their enrolment application is not able to be accepted as soon as practicable (in the majority of cases within two working days); and
- advise parents that they may submit an appeal against the decision to the relevant Director Schools.
- send home an *Application for Enrolment Form* with every child enrolled in a kindergarten or pre-primary during the first semester of each year;
- consider all information on the *Application for Enrolment Form* prior to accepting an enrolment, including evidence of children's dates of birth, and in some instances, evidence of the child's residential address, legal guardians.
- Once the Application for Enrolment is approved by the Principal, the parent/guardian can complete the enrolment process.

The School advertises locally to ensure that parents without children already enrolled at the school are fully aware that they need to apply for enrolment for kindergarten, pre-primary and Year 1 each year. This could include leaflets left at playgroups, libraries and medical centres.

PARTICULARS TO BE RECORDED

Following acceptance of the *Application for Enrolment Form*, the school will obtain from the parent/guardian of the student the following information which is essential at the time of enrolment.

- enrolee's legal name, usual place of residence and date of birth;
- details of legal provisions for care, welfare and development of the enrolee;
- country of residence of enrolee and if applicable, the right to reside in Australia;
- contact information to be used in emergency situations;
- details of any disability the enrolee is known to have; and
- any ongoing medical condition the enrolee is known to have and any procedure to be followed if the condition requires or may require support during the school day. In this case a Health Care Authorisation must be completed.

The Principal/school will;

- require parents/guardians to provide documentary evidence of enrolees legal name, age, proof of address and current Family Court Order/s;
- advise parents that enrolment records should be kept up to date (e.g. any variations to Family Court Orders; parenting plans registered with the Family Court; and any change to the student's usual place of residence or to the student's medical condition or health care support);
- inform parents of the Department's privacy and confidentiality obligations⁶; and
- enter the enrolee's details in the student's file and on an enrolment register (enrolee's name, date of birth; date of enrolment and date enrolment ceases).
- Require the parent/guardian to complete the following enrolment documents;
 - School Enrolment Form
 - Bus Service Application Form
 - Earbus Permission
 - SWAMS Permission
 - Medical
 - Image Permission (Publication of student works, photographs and video, including onto a Website)
 - Internet Access Agreement

And provide the following documents regarding information about the school;

- Information for Parents Booklet
- School Prospectus
- Uniform Order Form
- School Canteen Menu
- Copy of latest Newsletter

ABORIGINAL KINDERGARTENS

Aboriginal kindergartens provide an education program which is inclusive of Aboriginal culture, language and learning styles and assists in the transition from home to school for Aboriginal students up to six months younger than the general student cohort.

Djidi Djidi Aboriginal School has a designated Aboriginal Kindergarten program. The school will;

- enrol three year old Aboriginal children who turn four by the end of the year into designated Aboriginal kindergartens if vacancies are available;
- delay enrolment of these children until week four of Term 1 in order to give kindergarten-aged children the opportunity to enrol at the start of the school year; and
- advise parents that these students will complete two years of kindergarten.

ON-ENTRY ASSESSMENT

If a child has enrolled during the term, they may commence in their new class 1 day after enrolling. (For example; enrol Tuesday morning, commence following day, enrol Tuesday after 12.00pm commence Thursday – (except for kindy, depending on rostered days)) This allows time for the class teacher to prepare for the child's first day. Enrolments at the commencement of a term will commence the following school day.

Upon commencing their first day, the student engages in an on-entry assessment with the Deputy Principal to establish their current literacy and numeracy levels so they can be appropriately placed in the relevant learning programs.

REMOVAL OF NAMES FROM ENROLMENT REGISTER

The school will remove a student's name from the enrolment register and record the date enrolment ceases as:

- advised by the date the student enrolled at the new school, upon receipt of transfer note;
- the date the district education office advises that the parent has registered for home education;
- the date the parent advises that the student is leaving the school to enrol outside the State;
- the date that the Student Tracking Officer in Central Office advises that the student is deemed to be a child 'whose whereabouts are unknown';
- the date the Participation Unit advises that a *Notice of Arrangements* has been approved that does not involve part time studies at school;
- the date the school is advised that an exemption from schooling has been granted; or
- the date the school receives advice of enrolment at an interstate school through the ISDTN process.

CHILDREN WHOSE WHEREABOUTS ARE UNKNOWN

In some cases students who are enrolled in Djidi Djidi School cannot be located despite rigorous attempts to locate them. Where students cannot be located the principal will authorise;

- consultation with the District Attendance Officer and refer the student to the Student Tracking Officer from the Behaviour Standards and Wellbeing Directorate if a student cannot be located after 15 school days (3 weeks) and the school has not received advice that the student is being educated elsewhere; and
- regularly review the *Children Whose Whereabouts are Unknown List* and advise the Student Tracking Officer in Central Office if a child on this list has enrolled at the school.

When advised to do so by the Behaviour Standards and Wellbeing Directorate the school will:

- remove the student's name, whose whereabouts is unknown, from the school's enrolment register; and
- record the date the enrolment ceased as the date of notification from the Behaviour Standards and Wellbeing Directorate.