



Leanyer School Enrolment Policy

Version Number: Version 1 2018
Responsibility of: Principal
Target Audience: Parents/Carers, Staff
Community

File:
Effective Date: 1/9/ 2018
Next Review Date: 1/9/2022

1. RATIONALE

The Department of Education provides all eligible children access to enrolment in a Northern Territory government school to ensure they are provided with quality education services that will assist them in becoming confident and capable global citizens. Leanyer Primary School aims to provide all children eligible to enrol in the school with a quality education consistent with the School Innovation Statement and values.

2. PURPOSE

The purpose of this Policy is to ensure:

- accurate and timely advice is provided to the Leanyer School Community about enrolment policy, procedures and templates for eligible students
- Leanyer School enrolment policy and procedures are consistent with the Northern Territory Department of Education Enrolment Policy and procedures.

3. POLICY

Innovation Statement

Leanyer School, in partnership with parents and community, will provide an education vital to students' achievement as individuals and citizens in the 21st century. Our curriculum will emphasise creativity, collaboration, innovation and leadership. Students will be provided rich and diverse opportunities to develop the broad cultural understandings and skills in social harmony necessary to contribute as successful global citizens.

Values

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| Achievement | Take responsibility for always doing your best. |
| Curiosity | Ask questions of yourself and others and listen to new ideas |
| Respect | Care for yourself, others and the environment. |
| Collaboration | Work and learn with others to achieve goals. |

3.1 Leanyer School will enrol eligible students in compliance with the Department of Education Enrolment Policies and Guidelines.

Specific elements of the above policy instruments which are emphasised for the Leanyer School Community include:

3.2 Eligibility for Enrolment. Eligible children are those who:

- have Australian citizenship, permanent residency or hold a relevant visa; and reside in the Northern Territory; and
- meet the age of entry requirements for either;
 - pre-compulsory school age, or
 - compulsory school age or compulsory participation phase age requirements (between the ages of 6 and 17)

3.3 Priority Enrolment. No eligible child will be denied enrolment at Leanyer Primary School, providing they reside within the school priority enrolment area. Children residing within the priority enrolment area have priority of placement within the school over children who live outside the priority enrolment area. The School priority enrolment area includes: Leanyer and Muirhead

3.4 Students residing outside the priority enrolment area. Parents may apply to enrol their child in any school of their choice; however Leanyer School can only accept an application for enrolment from a student residing outside of the priority enrolment area if the school has the operational capacity to accommodate that enrolment.

3.5 Declining an application for Enrolment. The principal may decline an application for enrolment for a child living outside the Leanyer School priority enrolment area at any time provided that the decision is transparent and made without discrimination or prejudice.

3.6 Preschool Enrolment

Children who turn 4 by the 30 June commence preschool at the beginning of Semester 1 of the school year. Children who turn 4 by 31 October will be eligible to commence at the beginning of Semester 2. Where space is available, children turning 4 up to 31 December may start Preschool on their 4th birthday.

3.7 Preschool to Primary School Enrolment. Acceptance of an application for a preschool enrolment for a child who lives outside the priority enrolment area does not guarantee subsequent enrolment for that child, or their siblings, at the primary school in that priority enrolment area.

3.8 Proof of identity. For proof of Australian citizenship, permanent residency or visa class, children who were:

- born in Australia must provide a birth certificate or equivalent
- not born in Australia must provide a passport and visa or travel documentation issued by the Department of Immigration specifying the visa subclass and expiry.

Where a child's Australian citizenship or permanent residency is not in question, the child's commencement at school is not to be declined or delayed where proof of identity is not available.

3.9 Proof of residence is required to support an application for enrolment when a school has an Enrolment Management Plan in force. Proof of residence must display the actual residential address of the student (e.g. a parent's driver's licence, rental agreement or a utility bill). A document indicating a post office box is not considered adequate proof of residence.

3.10 School Commencement following Enrolment. Once accepted for enrolment Leanyer School requires 24 hours' notice before the student commences at the school.

3.11 Class Allocation. The principal makes the decision about which class a student is allocated based on the best interests and characteristics of the child and the available school resources.

4. IMPLEMENTATION

The Principal will interview the families of each prospective student and ensure policy and procedure is observed.

5. DEFINITIONS

Priority enrolment Area	is the geographical area surrounding a school that includes residential properties
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6. ROLES & RESPONSIBILITIES

Principal	<ul style="list-style-type: none"> • assess and approve or decline applications for enrolment at their school in accordance with this policy and related policy, legislation and documents • ensure accurate and timely enrolment records are maintained for all students enrolled in the school • ensure school staff have an understanding of, and actively apply, department policy and guidelines. • ensure that all enrolments in the school are administered in compliance with the Enrolment Eligibility and related guidelines • obtain documentation that provides proof of identity and place of residence to inform enrolment decisions and ensure that documentation is filed in the Student Record Folder • ensure that the visa class for all international students enrolled in the school is accurately recorded in SAMS • ensure that prospective parents, and or students, are provided with accurate and timely advice regarding their eligibility to enrol, the 26 semester entitlement, any Enrolment Management Plan requirements, and other relevant policy or guideline documents as required
School Staff	<ul style="list-style-type: none"> • process enrolments in accordance with this policy, NT DOE policy and the associated guidelines, procedures and templates.
School Board	<ul style="list-style-type: none"> • Ratify the policy • Support the school principal in decisions made about enrolment and class allocation of prospective students

7. RELATED POLICY, LEGISLATION & DOCUMENTS

**NT Teacher Registration Board
Department of Education**

[Code of Ethics for NT Teachers](#)

[Enrolment Policy](#)

[Enrolment Eligibility Guidelines](#)

[Enrolment Procedures and Templates](#)

[Enrolment Enforcement Guidelines](#)

[Enrolment Management and Priority Enrolment Guidelines](#)

[Enrolment Management Plan Template](#)

Northern Territory

[NT Education Act](#)

National

[Australian Professional Standards for Teachers](#)

[Australian Professional Standards for Principals](#)

[Melbourne Declaration on Educational Goals for Young](#)

[Australians 2008](#)

International

[Rights of the Child](#)