



# Salisbury Downs Primary School

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## ENROLMENT POLICY

### Policy overview

This policy identifies children eligible to enrol in government preschools and outlines the compulsory requirements for enrolling children and young people in government primary and secondary schools. It aims to:

- Identify children eligible to enrol in a government preschool and outline compulsory requirements for children and young people enrolling in government primary and secondary schools
- Ensure that Department for Education (the department) staff and parents/guardians meet their legislative and regulatory obligations when enrolling children and young people
- Ensure preschool and school practices in relation to enrolments are equitable and inclusive of all South Australian children and young people.

### Scope

This policy describes the responsibilities of schools, preschools and parents/guardians in relation to:

- Non-compulsory preschool
- Compulsory education and the enrolment and participation requirements of children and young people under the Education Act 1972 (SA).

### Compulsory school requirements/Compulsory school age

All children living in SA must be enrolled and attend a school from the age of 6 until they turn 16 years of age.

### Eligibility for enrolment at school

All compulsory school age children or young people are able to enrol in a government school provided the child or young person resides in SA, and:

- Has Australian citizenship or permanent residency, or
- A student with a relevant specified visa or Immicard.



## Starting school

Government schools have one intake per year for children starting in Reception in term 1. The parents/guardians of a child under the age of 6 years can enrol in a government school if:

- The child has turned 5 years of age before 1 May; the child can start school the first day of term 1 of that school year
- The child has turned 5 years of age on or after 1 May; the child can start school the first day of term 1 of the following school year. A child must be enrolled at a school by their 6th birthday. It is recommended a child who will turn 6 years of age during the school year start school on the first day of term 1 of that school year.

## Participation

Once a child is enrolled at a school, that child must attend every day (and for such parts of every day) that instruction is provided for the child at the school, including all compulsory school activities. If a student is absent, parents/guardians must provide the school with a reasonable explanation for the absence, unless permission for the absence has already been granted via a temporary exemption. The full-time participation (attendance) requirements for government schools are described in the attendance policy.

**Admission to school Placement** in a particular government school or service is managed by the principal in accordance with Regulation 60(2) of the Education Regulations 2012 (SA) and the instructions in the placement procedure. Principals will manage admission and transfers to their school or services in a fair and transparent manner, without discrimination or prejudice as per the admission procedure and transfer procedure. Equal opportunity is promoted in government schools to improve access to education for priority groups including Aboriginal children and children in care

## School and preschool enrolment policy

Roles and responsibilities

Role Authority/responsibility for Parents/guardians

*A parent/guardian must ensure:*

- That when their child is of compulsory school age the child or young person is enrolled at a school as per Section 75 of the Education Act 1972 (SA)
- An enrolment form is completed and the necessary documentation is supplied to confirm the child or young person's name, date of birth, place of residence and any other information as required (eg immunisation status, family or youth court orders, intervention orders and parenting plans)
- They exercise proper care and control of their child to attend school as per Section 76 of the Education Act 1972 (SA)



Principal is responsible for the management of day-to-day operations of the school or preschool, including enrolments.

*The principal must:*

- Manage processes to acquire necessary resources and facilities to accommodate eligible students
- Ensure relevant enrolment information is communicated to parents/guardians and prospective applicants
- Maintain accurate and complete enrolment data
- Manage all enrolments into the school or preschool in a transparent manner without discrimination or prejudice
- Ensure that enrolments proceed in accordance with departmental procedures.

*Education Director is responsible for:*

- Making determinations in relation to enrolment disputes that cannot be resolved at the school/preschool level
- Ensuring principals and directors manage enrolments in accordance with instructions set out by relevant national and state legislation and departmental policies and procedures.

*For further information regarding early enrolments, exemptions and special circumstances, please go to <http://www.education.sa.gov.au/>*