

EDUCATION REGULATIONS 2012

Notice of Policy by the Minister for Education and Child Development

PURSUANT to Regulation 60(2)(a) of the *Education Regulations 2012*, I, the Minister for Education and Child Development publish the following Capacity Management Plan for the purposes of the enrolment of a child at the East Marden Primary School:

CAPACITY MANAGEMENT PLAN

East Marden Primary School

This Capacity Management Plan sets out the conditions for enrolment at East Marden Primary School ("the school").

Capacity of School

The school has an estimated built capacity of 700 students.

Criteria for Enrolment

Year level: Reception

Priority consideration will be given to applications for enrolment from parents of prospective reception students to attend the following school year and whose application is received by the end of week 5, term 3. Places will be offered based on whether any, all or a combination of the following applies:

- The child is living in the East Marden Primary school zone
- The child currently has a sibling attending the school, or a sibling who attended in the previous 12 months

Applications for enrolment must be lodged prior to the end of week 5, term 3.

The school will notify parents of the outcome of this process by the end of week 6, term 3.

Late Applications of students living in the school zone

Families who move into the zone, or who are already living in the zone but lodge their application after the end of week 5, term 3, will only have their applications considered if or when vacancies exist, with priority consideration afforded to those applicants already on the enrolment register.

In these cases, applications will be considered based on siblings at the school, the length of time the child has lived in the school zone and the distance of the child's residence from the school.

The school will notify parents by the beginning of week 1, term 4 if a vacancy is available for their child to attend.

If no vacancies exist the applicants will be placed on the enrolment register and referred for enrolment to other neighbouring schools.

Intensive English Language Centre (IELC) students

Any Reception student offered enrolment at the school and who is eligible to attend an Intensive English Language Centre (IELC), will be able to attend the IELC during Reception and begin Year 1 at the school the following year.

Year levels: 1 to 7

Applications for enrolment from parents of prospective students living inside the school zone will be considered if or when vacancies exist, with priority consideration afforded to those applicants already on the enrolment register.

In these cases, applications will be considered based on siblings at the school, the length of time the child has lived in the school zone and the distance of the child's residence from the school.

The school will notify parents by the beginning of week 1, term 4 if a vacancy is available for their child to attend the following school year.

If no vacancies exist the applicants will be encouraged to remain at their current primary school, or referred for enrolment to other neighbouring schools, and upon an applicant's request placed on the school's enrolment register.

Out of zone applications with siblings currently at the school

Applications for enrolment from parents of prospective students, who live outside the school's zone and have siblings who currently attend the school, will not be considered for enrolment.

International Education Program

No new international students will be offered enrolment at the school.

Special Circumstances

Enrolment for special consideration for compelling or unusual reasons, including but not limited to students under the guardianship of the Minister may be given by the Principal, in consultation with the Education Director. These will be assessed on a case by case basis.

East Marden Primary School zone

A school zone is a geographic area surrounding the school from which the school accepts its core intake of students. East Marden Primary School operates within the following zone:

- The area bounded by Torrens River, Church Road, Lower North East Road, Payneham Road and OG Road.

A school zone map (guide only) is available at:

<https://www.decd.sa.gov.au/sites/g/files/net691/f/east-marden-primary-school-zone.pdf>

Enrolment Register

Only applications for enrolment from parents of a child living in the school zone will be placed on the register.

Parents whose child's name has been placed on the enrolment register will only be contacted if vacancies become available.

The enrolment register will be reviewed and updated annually by the school.

Where a child's name appears on the register is confidential and will only be disclosed as required by law.

Enrolment Process

All parents are required to complete the school enrolment form and provide the school with a copy of the following:

- proof of the child's identity and date of birth;
- proof of the child's residential address; and
- copies of any family law or other relevant court orders.

Upon receipt of the above to the satisfaction of the school the processing of the parents' enrolment application may begin.

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

Monitoring and enforcement

It is the responsibility of the parents applying for enrolment to be able to verify to the satisfaction of the school that the information provided is true and factual.

The Principal is responsible for the implementation of this Capacity Management Plan and all decisions on enrolments.

This Capacity Management Plan will be reviewed annually.

Dated 13 February 2017

SUSAN CLOSE, Minister for Education and Child Development