

DARA SCHOOL

12

ENROLMENT POLICY

ENROLMENT POLICY 12

1. PURPOSE

The Enrolment Policy sets out the principles and framework governing the basis on which students are admitted to the school. The policy, together with the related documents, should be read and understood by parents and those responsible for implementing the policy.

Dara School is committed to ensuring that students are enrolled in the school in a manner that is fair and transparent. In achieving this standard, the school will ensure comprehensive and accurate information is provided to parents as they enter into an enrolment agreement or contract with the school.

Dara School is committed to maintaining accurate records that comply with the school's legal obligations in relation to school enrolment.

2. SCOPE

This policy applies to the Board of Dara School, the Principal, School staff and all families/caregivers seeking to enrol their child/children in Dara School.

3. POLICY PRINCIPLES

Dara School aims to provide an educational experience for its learners (See Gifted Policy).

The principles of the policy are to:

- Identify children eligible to be enrolled in Dara School,
- Ensure enrolment at the school is fair, transparent and non-discriminatory,
- Explain clearly the basis on which offers are made,
- Specify the information that parents must have when entering into the enrolment contract,
- Set out certain conditions and circumstances of enrolment, such as the use of a "base grade" (age-based enrolment grade),
- Comply with the requirements of Australian Consumer Law, and
- Communicate that early enrolment is at a minimum school age.

4. COMPLIANCE WITH RELEVANT GOVERNMENT LEGISLATION

The Enrolment Policy ensures that the School complies with the requirements of State and Federal laws in relation to The Equal Opportunity Act 1984 (SA) and The Commonwealth Disability Discrimination Act 1992. Dara School will treat all enrolment applications in a fair, balanced and reasonable manner. The school ensures open sharing of information between the school and parents/caregivers of prospective students. The enrolment of a student is subject to a vacancy being available.

The Enrolment Policy ensures that the School complies with the requirements of State and Federal laws in relation to early enrolment for children under the age of 6 to school (pre-compulsory school age).

5. ENROLMENT AGREEMENT FORM

The Enrolment Agreement is legally enforceable and codifies the arrangements whereby the parent purchases specified services in relation to the student in the return for payment of fees. The Agreement is a legal contract between the school and the parent with the terms and conditions setting out the rights and responsibilities of each party to the contract.

It is an offence under the Crimes Act 1900 to provide materially false or misleading information to a school when making an application for enrolment. If false or misleading statements are made in the enrolment forms or if relevant information was not disclosed at the time of the application and/or confirmation of enrolment, the Principal can terminate the enrolment at any time.

6. AGE-BASED ENROLMENT

Students are enrolled at Dara School according to their age. Dara School aligns itself with the South Australian Government School starting age whereby students may commence Reception in Term 1 when they turn 5 before the 1st of May.

At Dara School, a student's enrolment grade is also known as a student's "base grade". The enrolment grade / base grade according to the student's age applies to all students including those accelerated at previous schools.

While students are enrolled in a base grade, they are then enrolled in classes according to their ability. In this context, the base grade provides a single grade level with which to refer to a student for enrolment data purposes whereas the student may be placed across multiple grade levels in their ability placements.

Enrolling students according to their age:

- Provides valuable information in relation to asynchronous development to support the social and emotional needs of the student.
- Allows acceleration to be accurately tracked in regard to academic readiness and achievement.
- Ensures students participate in NAPLAN according to the conditions set out by ACARA and the Test Administration Authority (TAA) which dictates that students sit NAPLAN in years 3, 5, 7 and 9.
- Dara staff to register students for competitions and other contexts in which a single grade level is needed.
- For Government reporting purposes (See Privacy and Confidentiality Policy 24).

7. ELIGIBILITY FOR ENROLMENT TO DARA SCHOOL

Students need to meet all the selection criteria (see procedure and flow diagram).

The child must be at least four years and six months old by 30 April in the year they start Reception to be able to commence as a mid-year intake Reception student. Mid-year intake Reception students will be enrolled as age base Reception student for 6 terms. While students are enrolled in their base grade, they are then enrolled in classes according to their ability. In this context, the base grade provides a single grade level with which to refer to a student for enrolment data purposes whereas the student may be placed across multiple grade levels in their ability placements.

Some form of prior attendance at formal education such a kindergarten can be an advantage.

The child is formally identified as Gifted, having completed psychological testing with relevant documentation being provided to the school.

Early commencement of school is deemed to be in the best interests of the child socially and emotionally by a psychologist, parents/caregivers and the Dara Panel members.

Independent living/schooling skills, including toileting, washing hands, dressing, packing/unpacking school bag, eating and packing away lunch/recess, and separating from parent/carer to arrive and remain at school independently have been established.

Some numeracy and literacy recognition.

Dara School accepts enrolment of students with additional needs. However, the Principal may reasonably assess that the school cannot adequately manage or appropriately cater for a student or that the enrolment of a student may seriously comprise the education of other students.

All children living in SA must be enrolled in and attending school from the age of 6 years until they turn 16 years of age. This is known as the compulsory school age under the Education and Children's Services Act 2019 (SA).

8. ROLES AND RESPONSIBILITIES

8.1 PRINCIPAL

The principal is responsible for:

- Ensuring the implementation of the policy is fair, transparent and non-discriminatory.
- Ensuring the enrolment register and applications are accurately maintained.
- Ensuring the policy is implemented in accordance with commonwealth and state privacy legislation.
- Ensuring that the procedures are implemented so that parents are guided through the enrolment process from enquiry to acceptance.
- Ensuring that procedures are in place to record the basis on which a child does or does not fulfill the admissions criteria together with the school's decision to offer a place or not.
- Ensuring that procedures are in place for the management, storage and retrieval of enrolment data:

- Proof of child's identity, specifically date of birth and enrolment name.
- Visa status, where applicable.
- Ensuring that the school reports data relating to the student body to the school community at least once a year.
- Ensuring the philosophy and ethos of the school are supported and maintained throughout the process.

8.2 STAFF MEMBER (S)

- Staff members are responsible for understanding the policy and procedures for enrolment
- Supporting the aims and purposes of the School with regards to enrolments
- Ensuring the philosophy and ethos of the school are supported and maintained throughout the process.

8.3 APPLICATION REVIEW PANEL

The Application Review Panel is responsible for:

- Reviewing all applications and providing a recommendation to proceed to interview or not.
- Interviewing applicants and providing a recommendation for admission or not.
- Meeting with relevant people including the psychologist and/or previous teachers if required to seek further information.
- Communicate decisions with registrar.

8.4 PARENTS

To provide accurate and up to date information regarding their child/ren in a timely manner.

- Take responsibility for reading the Enrolment Agreement Form, particularly Dara-specific clauses such as regarding base grade enrolment, and seek clarification if needed.
- Make sure they exercise proper care and control of their child who is of compulsory school age or compulsory education age to be enrolled in and attend the school in which they are enrolled on every day, and for such parts of every day, that instruction is provided for the child at the school or to participate in an approved learning program (respectively), pursuant to the Education and Children's Services Act 2019 (SA). Where appropriate, make sure their child has received an approved exemption from school.

8.5 REGISTRAR

The Registrar is responsible for the day-to-day operations of the enrolment process, including:

- Communicating information regarding the enrolment process to prospective parents and students,

- Maintaining application files and tracking information and ensuring this information is available to the application review panel,
- Keeping applicants updated on the process,
- Following up any additional requested information,
- Providing notification of the application result,
- Supplying new enrolments with all necessary forms and onboarding information (i.e., enrolment pack, welcome pack),
- Processing enrolment agreement forms and associated documents,
- Confirming new enrolment data for teaching staff and ensuring new student information is available to support facilitation of the transition program,
- Ensuring that the Enrolment Policy, enrolment process/admissions procedure, and criteria are readily available to prospective and current families through publication on the school's website and by application to the school office.

9. MONITORING, EVALUATION AND REVIEW

This policy is reviewed by the Dara Leadership every five years. In the first instance, the Principal will update the Enrolment Policy in consultation with other members of the school community.

10. DEFINITIONS AND ABBREVIATIONS

Base Grade	A student's enrolment grade at Dara School based on their age.
Ability Placement	A student's class enrolment levels based on their ability in different subjects or learning areas.
Best interest of the child	Refers to the consideration of the long-term and short-term welfare concerns for a child or young person, such as their academic, social and emotional needs, aspirations and abilities.
The School	Refers to Dara School.
Enrolment	Refers to the process through which a person becomes a student of an education provider.
Parent	For the purposes of this policy, the term 'parent' refers to all persons legally responsible for the child. A person responsible for the child means a person who is the child's biological parent, adoptive parent or other person recognised as a parent if the child was conceived following a fertilisation procedure or under a surrogacy arrangement.

11. RELATED DOCUMENTS

Application Form 12.01

Applications Procedure 12.02
 Interview Form 12.03
 Enrolment Procedure and How to Guide 12.04
 Enrolment Agreement Form 12.05
 Offer of Enrolment Pack Guideline 12.06
 Welcome Pack Guideline 12.07
 Transition Program Checklist 12.08
 Commencement Pack Guideline 12.09
 Student Departure Exit Checklist 12.10
 Flow diagram 12.11
 Teacher Questionnaire Form 12.12
 Parent Questionnaire Form 12.13
 Explorers Application Form 12.14
 Change of Details Form 12.15
 Intention to Leave / Withdrawal of Enrolment Form 12.16

12. SUPPORTING DOCUMENTS

Gifted Education Policy 11
 Suspension and Termination Policy 56
 Disability Policy 54
 Privacy and Confidentiality Policy 24

13. EDUCATION STANDARDS BOARD

This policy supports criterion 1.4 and 3.5 of the Standards for registration and Review of Registration of Schools in South Australia.

- Criterion 1.4 The school (or schools that form part of a system) is governed by a body which collectively has the knowledge, skills and experience to effectively govern the school.
- Criterion 3.5 The school maintains an up-to-date register of enrolments that records, for each student enrolled, the student's name, date of birth, place of residence, parent or guardian's contact details, start of enrolment and when appropriate end of enrolment.

14. REFERENCES

[Educational Act 2013](#) (Commonwealth) amended 27 March 2020

[Sex Discrimination Act 1984](#) (Commonwealth) amended 17 October 2023

[Racial Discrimination Act 1975](#) (Commonwealth) amended 20 December 2022

[Racial Hatred Act 1995](#) (Commonwealth) amended 15 September 1995

[Disability Discrimination Act 1992](#) (Commonwealth) amended 24 October 2023

[Human Rights and Equal Opportunity Act 2002](#) (Commonwealth) 1986

Title	Enrolment Policy
-------	------------------

	(Early enrolment Policy 36 combined with above policy June 2024)
Policy Reference Number	12
Responsible for Review	School Board and Leadership
Implemented	16 May 2017
Reviewed and updated	25 March 2021
Reviewed and amended	June 2023
Reviewed and amended	June 2024
Policy due for review	March 2026