**KINDERGARTEN 2013 ENROLMENT INFORMATION**

Kindergarten Interviews Commence 8th May 2012 (Wk 3, Term 2)
Open Day Sunday 9th Sept 2012 1pm-4pm
First Round out of area Waitlist Offers 17th September 2012
Parent Information Evening 18th October 2012
Kindergarten Transition Dates CONFIRMED ENROLMENTS ONLY
30th, 31st October & 1st November
6th & 7th November

**DOCUMENTS REQUIRED FOR KINDERGARTEN ENROLMENT**

- Birth certificate or identity documents
- Immunisation history statement.
- This statement is available from any Medicare office or by telephoning 1800 653 809.
- Proof of student’s residential address – For in area enrolments.
- Such as original copies of council rates notice, residential lease or electrical accounts.
- Copies of any family law or other relevant court orders (if applicable)
- In addition, if your child is not a permanent resident of Australia, you will need to provide; Passport or travel documents and your current visa and previous visas.
- In addition, if your child is a temporary visa holder you will need to provide; Authority to Enrol issued by the Temporary Visa Holders Program Unit.

**BIRTH DATES ELIGIBLE FOR KINDERGARTEN 2013**

1ST August 2007 – 31 July 2008

**ENROLMENT NUMBERS BY GRADE**

The recommended class size (state average) for Kindergarten is 20 students per class; Year 1 is 22 students per class; Year 2 is 24 students per class. The enrolment ceiling for Years 3 – 6 is 30 students per class. In addition to the above provisions, the total school enrolment K-6 should not exceed given available accommodation and will be adjusted to maintain the maximum number of single year classes.

**ENROLMENT BUFFER**

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements. Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area.

**NON-LOCAL PRIMARY SCHOOL PLACEMENT**

In Kindergarten, enrolments to non-local places based on the criteria listed below will be accepted up to the time that the maximum number of classes, as determined for any one year and based on accommodation requirements, is reached including local enrolments.

In years 1-6 non-local students will be placed where there are sufficient spaces, after all known local students are placed. Criteria for placement of non-local students will be in accord with criteria listed below.

Where demand for non-local places exceeds availability, the school will establish a placement panel made up of the Principal, a member of the school executive and a nominee of the P&C. Application in the first instance will be through interview with the Principal. Priority for enrolment will be given to students entering Kindergarten at the beginning of the school year. Places may also be available in Years 1-6.

**CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS**

Criteria include factors such as (criteria are not listed in a priority order): siblings already enrolled at the school; medical reasons; proximity and access to the school; safety and supervision of the student before and after school; access to language, music and pathways programs; special interests and abilities; compassionate circumstances; structure and organisation of the school; medical reasons; proximity and access to the school; safety and supervision of the student before and after school; access to language, music and pathways programs; special interests and abilities; compassionate circumstances; structure and organisation of the school.

The principal will ensure that the established criteria are applied equitably to all applicants.

Please Note: The order of receipt of applications does not predicate the order in which offers may be made.

**WAITING LISTS**

Waiting lists may be established for non-local students. Parents will be advised if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list should reflect realistic expectations of potential vacancies and are current for one year.

**APPEALS**

Where a parent wishes to appeal against the decision, the appeal should be made in writing to the principal. The principal will seek to resolve the matter. If the matter is not resolved at the local level the district superintendent will consider the appeal and make a determination. The district superintendent will consult with the relevant principals and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

**KINDERGARTEN ENROLMENT**

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.