



## Student Enrolment Policy

<b>Source of Obligation</b>	Criteria 1.4, 1.4.5 of the SA Registration Standards require the Learning Community's governing authority to be responsible for setting the Learning Community's enrolment policy and practices in compliance with Commonwealth and South Australian Laws.
<b>Immanuel Primary School's Policy</b>	<p>Immanuel Primary School is committed to an enrolment policy that is consistent with the principles of equal opportunity and anti- discrimination.</p> <p>Immanuel Primary School has clearly defined enrolment policies and procedures to ensure all prescribed information on student enrolments is recorded and retained. These policies and procedures also detail the orientation process for students and their families.</p>
<b>Compulsory Enrolment</b>	Schooling is compulsory for all children from the age of 6-16. Children who are 16 years of age are required to remain in full time education until they turn 17 or gain a qualification.
<b>Enrolment</b>	<p>Immanuel Primary School is a co-educational and accredited International Baccalaureate primary school of the Lutheran Church of Australia. Immanuel Primary School offers quality Christian education to all students regardless of ethnic origin, gender, religion, ability or disability provided that:</p> <ol style="list-style-type: none"> <li>1. Parents seeking enrolment for their child undertake to freely support the stated mission, vision, values and policies of the school; and</li> <li>2. adequate space and resources are available to meet the needs of the student. When applying, parents are required to disclose any information relevant to determining the provision of appropriate educational curriculum and / or suitability of their child for enrolment.</li> </ol> <p><b>Criteria</b></p> <p>Applications will be considered using the following criteria (in no particular order):</p> <ul style="list-style-type: none"> <li>• The number of positions available at the appropriate year level</li> <li>• Siblings of currently enrolled students.</li> <li>• Children of families where the parents and / or children are active members of a congregation of the Lutheran Church of Australia.</li> <li>• The date of receipt of the application.</li> <li>• Children of old scholars subject to availability.</li> <li>• Special circumstances as deemed the Principal.</li> </ul> <p><b>Entry Age</b></p> <p>In line with current Australian Government guidelines, Immanuel Primary School adopts a one intake per year policy for Reception children. This results in a child who turns 5 years of age on or before the 30th April being considered for enrolment in Term 1 of the same year. Children who turn 5 years of age in May or beyond are considered for enrolment in Term 1 of the following year. The school believes that for most children it is important for them to be ready for the</p>



	<p>rigours of Reception and usually it is better for the child to be older rather than younger. There are five dimensions of children's readiness for school:</p> <ul style="list-style-type: none"> <li>• Physical wellbeing and motor development.</li> <li>• Social and emotional development.</li> <li>• Cognition and general knowledge.</li> <li>• Approaches to learning.</li> <li>• Language development.</li> </ul> <p>All of the above are taken into consideration before accepting a child for enrolment. Students beginning the Reception year will preferably have accessed twelve months at the Immanuel Early Learning Centre (ELC) or a similar kindergarten program.</p> <p>The ELC has been created as an educational centre for young children. While Reception remains the main point of entry to the school, many parents decide after acceptance to Reception to then enrol at the ELC. Parents of younger children have found that a year in the ELC prepares their child to be more confident in starting the challenges of the Reception year. Entry into the ELC is offered as part of the enrolment process.</p>
<p><b>Enrolment Application Form</b></p>	<p>The Enrolment Application is an important document that provides the Learning Community with information that will enable it to meet its legal obligations. It is therefore important that information on the enrolment form is complete and accurate.</p> <p>The following information will be required from a student's parents/carers as part of their completion of the Enrolment Application form:</p> <ul style="list-style-type: none"> <li>• the name of the student in full</li> <li>• the date of birth of the student</li> <li>• the student's place of residence</li> <li>• such other particulars as are required by the form, including:             <ul style="list-style-type: none"> <li>○ details of legal provisions for care, welfare and development of the student (including copies of Family Court orders)</li> <li>○ country of residence of the student and if applicable, the right to reside in Australia</li> <li>○ emergency contact information</li> <li>○ details of any disability the student is known to have details of any medical condition the student is known to have and any procedure to be followed if the condition requires or may require support during the school day.</li> </ul> </li> </ul>
<p><b>Student Intakes</b></p>	<p>Immanuel Primary School enols students in Reception.</p>
<p><b>Anti-Discrimination</b></p>	<p>Immanuel Primary School is committed to the principles of our anti-discrimination and equal opportunity obligations.</p> <p>Our enrolment practices also comply with State and Commonwealth legislation, including the:</p> <ul style="list-style-type: none"> <li>• Sex Discrimination Act 1984 (Cth)</li> <li>• Disability Standards for Education 2005 (Cth)</li> <li>• Equal Opportunity Act 1984 (SA)</li> <li>• Racial Discrimination Act 1975 (Cth).</li> </ul>



# Immanuel Primary School

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<b>Enrolment Register</b>	<p>The Principal ensures that an enrolment register (capable of being made available in hard copy format) is kept showing the details of each enrolled student and, where applicable, the date on which enrolment ceases.</p> <p>The Principal has delegated the responsibility for maintaining the Enrolment Register to the Enrolments Officer. The Enrolment Register is located on the Student Database (TASS).</p>
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