



## POLICY – ENROLMENT

The Jervois Primary School Enrolment Policy follows Department for Education (DfE) procedures. It provides clear information on the processes and requirements upon enrolling children.

Jervois Primary School has one intake for new Receptions.

If your child turns 5 before May 1<sup>st</sup>, they can start primary school on the first day of term 1 that year. If your child turns 5 on or after May 1<sup>st</sup>, they can start primary school the first day of term 1 of the following year.

Parents in South Australia can transfer their child to public primary schools at any time during the year, if the school is able to accommodate their request. New enrolments who do not live within the school zone can be placed on a waiting list.

The enrolment process will begin with a pre enrolment conversation and meeting. Students can only commence once the school enrolment form is completed, and have provided 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, if applicable

To assist in the class placement process, Jervois Primary School also request the following for students who are transferring from other sites:

- Previous school reports
- Workbooks
- Reader levels
- Assessment Reports
- Any other relevant information (such as strengths, interests, concerns etc)

Students will be invoiced at the beginning of the year for school fees. Students attending DfE schools only receive 1 invoice per year, regardless of site. Students transferring from Private Schools will be invoiced for the amount of terms they attend for the year. All students who are eligible are encouraged to apply for School Card.