

Felixstow Portfolio's Enrolment Protocols R-6 2022

This document is designed to provide primary sites with protocols and timelines for managing enrolments to ensure coherence and consistency between schools and school communities in line with department school and preschool enrolment policy and procedures [Enrolment in school and preschool \(edi.sa.edu.au\)](http://edi.sa.edu.au). It is expected to be followed by all sites.

Special consideration non-local enrolments at CMP schools are to be endorsed by the Education Director prior to an enrolment offer being made.

Reception enrolment protocols

Reception enrolment information is to be placed on all school websites and communicated to local kindergartens.

Enter for Success Strategy

The Enter for Success strategy can be accessed by Aboriginal and/or Torres Strait Islander students the year before starting school. Aboriginal and/or Torres Strait Islander students have until the last-day of term 4 the year before starting reception to apply for the strategy. As part of the strategy all schools will give automatic entry to Aboriginal students eligible to start school in the coming year and who wish to enrol.

Partnership Primary Schools (Non CMP)

Friday Week 9 Term 2	Completed Registration of Interest forms returned to the school with current documentation to verify eligibility. Sites check if families have submitted multiple registrations of interest at nearby schools.
Friday Week 2 Term 3	Round 1 enrolment offers and transition information sent to verified local families.
Monday Week 7 Term 3	Round 2 enrolment offers sent to non-local families if there is current and future capacity to do so.

Partnership CMP Primary Schools*

Friday Week 7 Term 2	Completed Registration of Interest forms returned to the school with current documentation to verify eligibility. If there are no places available for local students at a CMP school, registrations are ranked according to the CMP criteria. Any late applications are placed on the school's enrolment register.
Friday Week 9 Term 2	Any extra documents requested for verification returned to the school by this date. <ul style="list-style-type: none"> Principal to Principal brokering to manage enrolments for shared zones Reception children allocated to school based on CMP criteria
Week 2 Term 3	Meeting of Principals of CMP schools and ED to negotiate allocation of unplaced local students if required.
Friday Week 2 Term 3	Letter of enrolment offer sent to parents. Letter to notify parents where children have been alternatively placed at a nearby school with capacity.

French Bilingual Binational Program – Highgate School

Enrolment offers for the French Bilingual Binational Program at Highgate School will be sent to families Friday Week 1 Term 3.

CMP General Enrolment Protocol during the 2022 school year

CMP schools to monitor enrolments so that in Week 8 Terms 1, 2 and 3 Principal to Principal negotiations occur to offer placement to in-zone students that have been brokered to alternate sites. This will then free up enrolments for other schools to manage in-zone enrolments during the year.

CMP schools are to notify neighbouring schools of potential vacancies for the following school year from Week 2 Term 4. This will then ensure non CMP schools can maximize their in-zone enrolments.

Non CMP General Enrolment Protocol during the 2022 school year

If a site receives an enrolment enquiry from a family in zone and the site is at capacity in that year level, the process is as follows:

- Note the details of the family, explain the situation and let them know you will get back to them with an alternative as soon as possible. The local school is responsible for working with the local family to broker an enrolment at a neighbouring school.
- Contact other nearby non CMP schools and see if they have a vacancy at that particular year level. This can be done enrolment officer to enrolment officer or if needed Principal to Principal.
- If you find a vacancy at a nearby school, let the family know as soon as possible and explain they can go on the zoned schools' ranked waiting list for the next available vacancy.
- If a vacancy cannot be sourced, email Gaylia.Marks@sa.gov.au providing details of the family and the schools you have already contacted. The Felixstow Office will work with you to look at alternatives. If all options have been exhausted, it is possible that the student will have to be enrolled as a special consideration at the zoned or CMP school despite there being capacity issues. This is determined by the Education Director.

End of year Enrolment Protocol for all schools 2022

Week 8 Term 4	<ul style="list-style-type: none"> no further enrolment top ups from any Felixstow portfolio primary schools. schools can still accept in-zone enrolments from non-government schools and families new to their zone where there are vacancies.
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*Current Felixstow sites with a CMP: Burnside PS, East Marden PS, Felixstow Community School, Linden Park PS, Magill School, North Adelaide PS, Rose Park PS, Trinity Gardens School, and Walkerville PS.