

SCHOOL ENROLMENT AREA POLICY

1. RATIONALE:

Courtenay Gardens Primary School is a State Government Primary School with enrolments restricted to students within the approved enrolment zone. This means that certain students can only attend from a specific enrolment area. Where your permanent residential address is will determine whether your child is eligible to enrol in the school. For families seeking enrolment of their children into the School the following guiding principles underpin the policy and the School's enrolment process and requirements.

2. AIMS

The Enrolment Policy seeks:

- 2.1 To provide each child with the right to a place in an approved enrolment school's zone
- 2.2 Wherever practical, to provide parents with the opportunity to enrol their child in the same school as that being attended by an older brother or sister who resides permanently at the same address
- 2.3 To contain enrolments in each school within the limits of available resources

3. IMPLEMENTATION:

Where an enrolment is being considered the following criteria and notes apply:

- 3.1 The family must live within the school neighbourhood area, indicated below



- 3.2 An enrolling student will live with his or her parent(s)^[1] or Family Law Court approved Guardian.
- 3.3 Applications to transfer from neighbouring schools on residential criteria may not be granted.
- 3.4 The school should be contacted before accommodation arrangements in the school neighbourhood area are finalised to clarify (a) if the property is in the enrolment area and (b) that the school has available places.

- 3.5 Property or Lease documents must be under the parent/legal guardian's name. The minimum leasing arrangement is 12 months through a Registered Estate Agent and must be concurrent to the year of enrolment.^[2]
Even though families may lease a property inside the neighbourhood area, an owned/mortgaged property outside the enrolment area will be considered the primary residence and enrolment will not be accepted on the evidence of the leased property.
- 3.6 Proof of residency must be determined before the enrolment process can begin. Families are required to present documentation that proves they are living in the property such as utility bills/connection notices or a removalist account, and must include the rates notice or sale of contract in the parent's name.
- 3.7 If the school is unable to offer a place in the appropriate year level the school will assist the family, by referral, to enrol into another local school.
- 3.8 Students who have a permanent residential address within the school enrolment area^[3] are to maintain accurate and up-to-date student, family, and residency records.
- 3.9 Sibling applications may not be granted if the family resides outside the enrolment area.
- 4.0 For those who are recent arrivals to Australia (migrants, refugees) the school will engage with the Outreach services coordinator to assist with assessing the English Language learning needs of the student. The coordinator will provide a recommendation for the most suitable support program available for the student which may include enrolment at an ELS (English Language School). The school will work with the family and ELS to best support the student.

Notes:

1. Staying with a relative or friend does not qualify as "permanent" residency. Guardianship is not a criterion for enrolment unless supported by the relevant up-to-date papers endorsed by the Australian Family Law Court.
2. "Permanent residential address" will be deemed to be the primary property (owned/mortgaged) over a leased property within the school's enrolment area. Documentation must be provided on investment properties as part of the enrolment process.
3. It is the family's responsibility to immediately notify the school if details (including residential details) change during an enrolment period. The school must also be immediately informed when details change after the student has commenced at the school.

Permanent residency in the Enrolment Area

Courtenay Gardens Primary School has the expectation that the family will remain permanent residents within the School Enrolment Area for the duration of their child's/children's education at Courtenay Gardens Primary School.

The requirement of permanent residency in the School Enrolment Area will be actively monitored and enforced by the school.

Therefore, should a family move out of the School Enrolment Area beyond neighbouring schools, the parent/guardian may be required to enrol their child in the more appropriate neighbourhood school at the end of semester or school year. Parents are advised to contact the school to discuss the consequences of changing their residential address to outside the School Enrolment Area.

Enrolment Constraints

The school continues to experience exceptional, unabated growth in its school population. The increase in numbers has been particularly exacerbated by the number of families moving into the School Enrolment Area, as well as the increase in the number of rental properties within the Area.

4. EVALUATION:

This policy will be reviewed as part of the school's review cycle.