

Vale Park Primary School Enrolment Policy

Purpose

Vale Park Primary School is committed to providing a fair, transparent and consistent enrolment process that aligns with the South Australian Department for Education Enrolment Policy.

Students whose primary place of residence is within the school's designated enrolment area are guaranteed a place, provided they meet the Department's age eligibility requirements and the required documentation is supplied.

Applications from families living outside the school zone will be considered in accordance with Department for Education policy and only where capacity exists.

1. Reception Enrolment

1.1 Eligible Age

Children are eligible to commence Reception in accordance with the Department for Education enrolment policy.

- Children who turn **5 years of age on or before 30 April** are eligible to begin Reception at the start of the school year (Term 1).
- Children who turn **5 years of age between 1 May and 31 October** are eligible to commence Reception at the beginning of Term 3 of that same year (mid-year intake).
- Children who turn **5 years of age after 31 October** commence Reception at the beginning of the following school year.

1.2 Expression of Interest (EOI)

The Department for Education has established a state-wide enrolment process for Reception students.

Families seeking to enrol their child in Reception are encouraged to submit an Expression of Interest (EOI) during the Department for Education's enrolment period.

Current Department timelines are:

Intake	'Expression of Interest' Submission Timelines	Offers Issued
Beginning of the year Reception (Term 1)	Commences start of Term 2 until the end of Term 2 of the previous year to starting school (end of April until end of June)	Week 2, Term 3 previous year
Mid-Year Reception (Term 3)	Commences in Term 4 of the previous year and closes Week 2 Term 1 (middle of October until start of February)	Week 4, Term 1

*Specific opening and closing dates are determined each year, dependent upon school term dates.

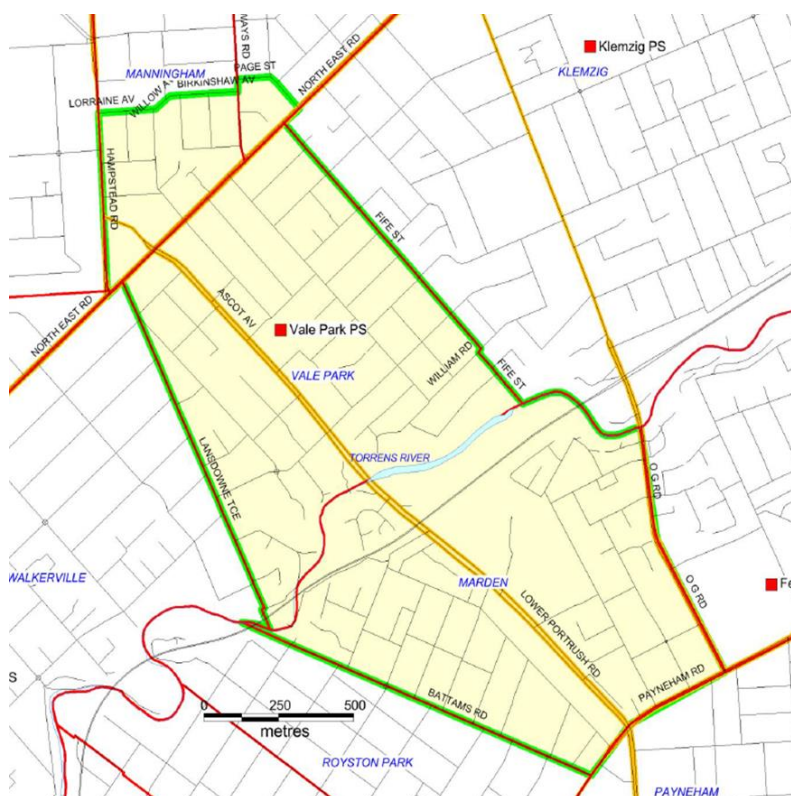
Late applications will continue to be accepted but may only be considered after all on-time applications have been processed.

2. In-Zone Enrolment

2.1 School Zone

Vale Park Primary School's enrolment area is determined by the Department for Education.

Vale Park Primary School's zone extends from Payneham Rd, along Battams Rd/Landsdowne Tce/ Hampstead Rd to Lorraine Ave/Birkinshaw Ave/Page St and along Fife St/OG Rd



Families can determine their local school by using the Department's **Find a School or Preschool**

<https://www.education.sa.gov.au/parents-and-families/enrol-school-or-preschool/find-a-school-zone-or-preschool-catchment-area> tool or by contacting the school office.

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2.2 Guaranteed Enrolment

Students whose primary place of residence is within the school's enrolment area are guaranteed a place, provided:

- they meet the Department's age eligibility requirements;
- the required enrolment documentation is supplied; and
- the address provided is confirmed as the student's primary residence.

The following primary documents will be accepted as proof of residence:

Parents who own their residence must provide:

- a copy of the contract of sale for the property (or recent council rates notice)
- a recent gas or electricity bill for that property.

Parents who rent their residence must provide:

- a rental agreement that covers the first 12-months at the school
- a bond receipt lodged with Consumer and Business Services
- a recent gas or electricity bill for that property.

The Principal may request additional documentation where required.

2.3 Enrolment Process

Families are required to:

1. Submit an Expression of Interest.
2. Provide evidence of the student's primary residential address.
3. Complete the Department for Education Enrolment Form.
4. Provide all required supporting documentation, including:
 - birth certificate or passport;
 - visa documentation (where applicable);
 - court orders or parenting arrangements (where applicable).

2.4 English Language Learning

Vale Park Primary School recognises that some newly arrived students may require intensive English language support to successfully access the Australian Curriculum.

Where appropriate, the school will discuss available Department for Education English language programs with families, including the Intensive English Language Program (IELP), to ensure students receive the level of language support most suited to their individual learning needs.

These discussions are intended to support informed decision-making by families and do not affect a student's entitlement to enrol at Vale Park Primary School if they reside within the school's designated enrolment area.

3. Out-of-Zone Enrolment

3.1 Availability of Places

Applications from families residing outside the Vale Park Primary School zone will be considered only after the enrolment requirements of all eligible in-zone students have been met.

Acceptance of out-of-zone enrolments is subject to:

- available accommodation;
- projected future enrolments;
- staffing capacity;
- class size requirements; and
- the school's ability to meet the educational needs of all students.

The Principal is responsible for determining whether capacity exists.

3.2 Priority for Out-of-Zone Applications

Where places are available, applications will be considered in the following priority order, consistent with Department for Education policy.

Priority 1

Students who meet one or more of the following criteria:

- sibling currently attending Vale Park Primary School;
- child or young person in care;
- Aboriginal child or young person accessing a Department for Education program;

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- approved compassionate, medical, welfare or safety grounds supported by appropriate documentation.
- educational continuity – attendance at Vale Park Pre School

Priority 2

Where additional places remain available, consideration may be given to:

- proximity of the student's primary residence to the school;
- other exceptional circumstances (family circumstances, work requirements, etc) determined by the Principal.

Where applications exceed available places, the date a complete application is received may also be considered.

If a Vale Park Primary School is able to offer enrolment to non-local students, however the demand for enrolment at the school exceeds places available, the school will consider:

Through the registration of interest process, the school will allocate points for each category for their non-local student applications. The allocation of points can also be applied where demand from families living in a shared zone exceeds places available.

Enrolment offers will be based on the highest allocation of points.

3.3 Special Consideration

Families should note that enrolment approved under special consideration does **not** guarantee enrolment at another school, including entitlement to attend a particular secondary school in the future.

Each enrolment application is assessed independently under Department for Education policy.

3.4 Application Process

Out-of-zone families are required to:

1. Submit an Expression of Interest during the Department enrolment period. Acceptance of an 'Expression of Interest' form during the registration of interest process does not guarantee enrolment for that child.
2. Provide evidence of the student's primary residential address.
3. Complete the Department for Education Enrolment Form.
4. Provide all required supporting documentation, including:
 1. birth certificate or passport;
 2. visa documentation (where applicable);
 3. court orders or parenting arrangements (where applicable).

Families who reside outside the school zone maybe asked to meet with school leadership and enrolment officer prior to offers being made.

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Offers will generally be made after all eligible in-zone applications have been accommodated and in accordance with the Department's published enrolment timeline.

Late applications will be considered where vacancies remain.

4. Enrolment Offers

Offers of enrolment are made in accordance with the Department for Education enrolment timeline.

Families who receive an offer are required to accept the offer **by the due date** (advised when offer is made) and complete all required enrolment documentation before the enrolment is finalised.

Failure to accept the offer by the due date may result in the offer being withdrawn and made to another student.

5. Legislative Authority

This policy operates in accordance with:

- Department for Education Enrolment Policy
- Education and Children's Services Act 2019 (SA)
- Education and Children's Services Regulations 2020
- Department for Education Proof of Residency Requirements

Written: July, 2026

Endorsed: August 2026

Review: 2028