



# Annesley Junior School

## ENROLMENT POLICY

### Early Learning Centre and Primary School

Annesley Junior School is a coeducational junior school for students from 2 years old to Year 6. Annesley has an inclusive enrolment policy, and all applications are welcome.

#### School Tours

At Annesley we offer personalised Early Learning Centre (ELC) and Primary School tours for every family. We invite you to [book a tour](#) via our website.

It is an important part of Annesley's enrolment process for every child to attend a tour of the school grounds with a member of the Leadership Team. Parents/Caregivers may attend an initial tour without their child/ren and arrange a second tour with their child for a later date by contacting the Registrar.

#### Applications

Applications for admission can be submitted at any time and for any year level from our ELC to Year 6. We recommend families submit Application for Admission documents well in advance of the requested enrolment year. All applications must be submitted [online via the Annesley website](#). A separate application is required for each child. A **non-refundable** \$50.00 application fee is due and payable at the time of applying.

*Please note Annesley has two Reception intakes per year, one in Term 1 (January) and the other in Term 3 (July), also referred to as Mid-Year Reception. Students entering Term 1 Reception must turn 5 years of age on or before 30 April of year of entry. Students entering Mid-Year Reception must turn 5 years of age on or before 30 October of year of entry. Students entering Mid-Year Reception will spend 6 terms in Reception. Requests for Reception enrolments for students with birthdates outside of these cut-off dates may be considered under extenuating circumstances and must be made through consultation with the Head of Early Years.*

An application may be withdrawn by notifying the Registrar in writing.

#### Offers

An offer of place is made at the sole discretion of the school and can be made up to 2 years in advance of the requested enrolment year for both our ELC and Primary School. Offers of place are **subject to availability** and are granted priority in the following order:

- Siblings of enrolled Annesley students
- Students enrolled in the Annesley Early Learning Centre (for entry into Reception to Year 6)
- Children of Old Scholars
- Students returning to Annesley who notified the school in writing of intended re-enrolment at the time of withdrawal
- The date on which the Application for Admission was received



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A **non-refundable** enrolment fee of \$500 is due and payable to confirm an offered place.

An offer of place can be deferred **once only**. A deferral made after a formal offer of place has been issued does not guarantee a place in a later year.

An offer of place may be declined by notifying the Registrar in writing.

### Conditions of Enrolment

Students enrolled at Annesley are subject to the School's policies as published on our website and via School Stream.

### Individual Needs

Annesley Junior School has an open enrolment policy. In accordance with this policy and to ensure that all students have access to the most appropriate education and support for their individual needs, parents are required to complete an Individual Needs Questionnaire (made available during the Application for Admission process) before an offer of place can be made. It is important that relevant reports in relation to the student's individual needs are made available to the school. In the best interests of a student who has been identified with individual needs, enrolment cannot be confirmed until full consideration has been given to the needs of the student.

### Immunisation Requirements (Early Learning Centre)

In accordance with recent legislative changes to the *South Australian Public Health Act 2011*, children are not able to enrol in or attend early childhood services unless all immunisation requirements are met. The 'No Jab, No Play' amendment aims to increase vaccination coverage rates, and therefore increase protection of children enrolled in and attending early childhood services against vaccine preventable diseases.

The Act states:

- an early childhood service must not enrol a child if all immunisation requirements are not met
- a child cannot attend, or continue to attend, an early childhood service if all immunisation requirements are not met
- early childhood services must keep a current copy of an approved immunisation record for each child enrolled in, or attending that service, and
- approved immunisation records must be supplied by parents/guardians to the early childhood service at specified times.

For entry to the Annesley Early Learning Centre, children are required to be fully immunised. Parents must provide ELC administration with an up-to-date Medicare Immunisation History statement for their child (accessed the My Gov website or from Medicare) before an enrolment can be confirmed.

A copy of SA Health's 'Early childhood services and immunisation requirements – Parents and Carer's FAQs' dated 17 August 2020 is available upon request.



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### **Termination of Enrolment**

An enrolment may be terminated by the school under the following circumstances:

- Failure to pay school fees (please refer to our Student Fees policy)
- Non-compliance with the school's policies and procedures
- Information provided at the time of enrolment is false and/or misleading
- Non-compliance with the school's Code of Conduct by the student and/or the parents/caregivers

### **Notice of Withdrawal**

An enrolment may be terminated by the parents/caregivers by providing written notification to the Principal. ELC students require 8 weeks' notice, ELC students in their last term before moving onto primary school require one full term's notice and students in Reception to Year 6 require one term's notice. Fees will be charged in lieu of required notice. Please refer to the Student Fees policy for further information.

Annesley's Enrolment Policy and Process is subject to change without notice