

JAMESTOWN COMMUNITY SCHOOL

ENROLMENT POLICY

(Review date 2013)

NEW ENROLMENTS

New students enrolling at Jamestown Community School will receive a welcoming package including the following information:

- Information booklet/leaflet
- Enrolment forms
- Medical forms
- Bus Schedule (when necessary)
- School Fees schedule
- Parent/guardian consent forms
- Daily routines information (student timetable, lunch orders, canteen list, uniform list etc.)

All student transfer enrolments are completed by the Assistant Principal [Curriculum]; enrolments from preschool are conducted by transition teacher/coordinator

It will be necessary to make a prior appointment to ensure the enrolment and induction process can be completed effectively.

In the event that the Assistant Principals are not available an enrolment package may be collected by the parent/guardian to provide information about the school.

The school reserves the right of a minimum of 1 working day between the enrolment meeting and the new student beginning classes. This time is necessary to implement processes for the successful entry of the student to the school and the classroom.

Some suggestions to support the student induction process are:

- Include the student in the enrolment process
- Provide a tour of the school
- Include a 'buddy or two' in the tour
- Present a student stationery pack
- Meet the Class teacher
- Meet the front office staff
- Arrange a P&F representative to open the uniform shop

STUDENTS BEGINNING SCHOOL [only until the implementation of the new policy in 2014]

In the event that a child's birthday falls within one week of the start of the school year, it may be possible for that child to begin at the start of that term. The Preschool and Junior school staff, parents, and the Principal will discuss this matter when the need arises.

Children must have turned 5 prior to beginning school. Children are not required to attend school until they are 6 years old.

Family, pre-school and the school decide on the most suitable admission date for each child. Children are ready for formal learning at different ages.

During the pre-school to school transition the pre-school teacher supplies the reception teacher with a summative report outlining the child's readiness for school.

Under normal circumstances the admission of children aged five years will conclude that:

- Children admitted at five years of age at the beginning of first term will have 12 terms, that is, three years in junior primary.
- Children admitted at the beginning of second term will have 11 terms in junior primary
- Children admitted at the beginning of third term will have 14 terms, as they will spend 6 terms in reception.
- Children admitted at the beginning of fourth term will have 13 terms in junior primary classes. Jamestown Community School currently has an intake at the beginning of each term of the school year.

Discussions between parents and teachers regarding the length of time spent in junior primary classes will take into account the emotional, social, academic and physical maturity of the child concerned.

STUDENTS ENTERING PRESCHOOL [from 2012 and beyond]

Children who are due to start preschool in 2012 are still able to begin the term after they turn four years of age.

Children who turn four before 1st May 2013 may start preschool at the beginning of term 1 in 2013.

Children who turn four on or after 1st May 2013 will start preschool at the beginning of term 1 2014

The minimum starting age for children enrolling in government preschools will be three years and eight months

STUDENT BEGINNING SCHOOL [from 2014 and beyond]

Children who turn five before the 1st May 2014 can start school at the beginning of term 1 2014.

Children who turn five on or after 1st May 2014 will start school at the beginning of term 1 2015.

PRESCHOOL – SCHOOL TRANSITION

A transition program enables children to learn about a new learning environment, interact socially with other children and school staff. Learn the physical layout of the school and be introduced to school life. It is both an emotional and physical change for the children and can be quite exhausting. Therefore, at Jamestown Community School we have a planned transition program to help children get used to school life. This transition process happens at the end of each term:

- Visit 1: School/Preschool visits [swap each term]
- Visit 2: 8:45am to 10:50 am at Community School and includes parent meeting with school representatives
- Visit 3: New reception students attend school from 8:45 – 2:00pm.
- Visit 4: New reception students attend school from 8:45am – 3:25pm.

Weeks of visits may vary depending on events at the school and Preschool.

Dates of visits decided in conjunction with preschool. Parents are notified by letter at least a week prior to the transition visits.

STUDENT ENROLMENT

Students enrolling at Jamestown Community School are expected to behave in accordance with the agreed school values and comply with the current school policies as sanctioned by the School Governing Council.

POST COMPULSORY STUDENTS

Students wishing to enrol who are over the age of compulsion will be required to negotiate a student learning agreement.