

Rossmoyne Primary School

Process for Enrolments



Kindergarten

• Kindergarten is pre-compulsory education and is not provided directly through Rossmoyne Primary School. Enrolment is at the adjacent Rossmoyne Community Kindergarten with whom we liaise closely and assist with enrolments. Applications can be sent to us and will be forwarded on or contact made directly by phone on 9457 1356 or email rossmoynekindy@bigpond.com

Pre – Primary to Year Seven

- *Application for Enrolment* completed; by due date if for the following year, usually the end of July each year; or on arrival if for the current year
- Local intake area applicants are enrolled immediately and a start date determined subject to the school being able to meet the student's needs immediately.
- Current year applications [non local intake area] are considered within 48 hours and notification of the outcome provided.
- Following year applications are reviewed after closing date all applications and notification of the outcome provided.
- Letters of offer of places or unavailability are issued by mail usually in early September.
- Applications received after the due date [they are date stamped on completion] will be considered on the basis of available places.
- Out of area applicants will only be taken if sufficient space is available.

If Local Intake

- Local intake applicants will usually meet with principal or deputy at the time of enrolment to establish necessary information for placement.
- Applicants will need to provide 'proof of address' [minimum 12 month lease if renting]; immunisation records; passport with visa subclass number where necessary.
- Enrolment forms to be completed and signed off by school officer and principal.
- Start date will be negotiated usually within two working days of enrolment being accepted.
- Placement decided by principal [or deputy if required].
- Teacher to be notified of impending arrival and issued with background information and general details the day prior to start date.
- On start date school officer, registrar, principal or deputy principal to escort the student and parent to the appropriate room for introductions.

Information Package Contents

- Rossmoyne Primary School – Enrolment Processes
- Application for Enrolment
- Enrolment Forms
- Consent Form
- Information Booklet
- School Requirements List [to be added when year level established]
- Contributions and Charges
- Head Lice Fact Sheet
- Uniform supplier information
- Most recent newsletter

For The Teacher

- Enrolment details and information about the student from past schools
- Special Needs Children – Admin Reports/General Reports/Medical Condition

For Excursions Folder

- Update Information Card – Admin Reports/ Form Lists/ Student Information Cards