



## ENROLMENT POLICY

### Beginning School Age

From 2014, South Australia will have the same first day of school for all children – the beginning of Term 1. Having the same first day of school will ensure that every child is guaranteed four terms of Reception before they go on to the rest of their primary schooling. It will also mean a more stable environment for children with fewer changes to classes throughout the year.

Where a child turns five before May 1, they will start school on the first day of Term One of that year. Where a child turns five on or after May 1 they will start school on the first day of Term One the following year.

### Proof of Age

At the time of enrolment parents/guardians are required to provide proof of their child's birth age. The following documents will be accepted by schools in this regard:

- Passport
- Birth certificate, or
- Official Centrelink documentation stating the child's name and birth date.
- A change of name registration certificate (The legal process to change a child's name is described at <https://www.sa.gov.au/topics/family-and-community/births,-deaths-and-marriages/changing-your-name> )

### Separated Families

Most family court orders stipulate that both parents must agree on where the student will attend school, irrespective of whether one parent has majority custody. That is, even if a parent has 60% custody and the other parent, 40% custody, they must still both agree on where the child will be enrolled. Irrespective of who has majority custody, both parents have an equal right to access the same information about the child from the school. That is, school reports and school newsletters should be sent to both parents.

At the time of enrolment we will ask parents as to whether a current Family Court Order is in place. Copies of Family Court Orders should be retained by the school and kept in the student's file.

In cases where a single parent does enrol a child, Forbes Primary School is legally obligated to provide the other biological parent information about the child's education, such as school reports, attendance etc. unless there is a court order stating we are not to provide that information.

## **Students' Name**

The Department for Education and Forbes Primary School's position is that children should be enrolled at school under, and referred to at all times, by their legal name. The legal name is generally the name which is on the student's birth certificate as registered with the Registrar, Births Deaths and Marriages (BDM). If there are situations where a parent makes a request to change the name or raises a query as to the legal name, the school should request to sight a birth certificate or the paperwork to support a name change from BDM.

The school can enter a preferred Christian Name on their enrolment database but cannot alter the surname without supporting documentation as outlined above.

## **Department for Education Policy**

The school will default to the Department for Education Policy where a situation arises which is not covered by this policy, and/or refer to the following departmental staff or agencies:

- **Senior Advisor Child and Student Wellbeing: Attendance and Engagement**
- **Legal & Legislative Services**