



ADMISSION AND ENROLMENT PROCEDURES

Children entering Prep must have attained the age of 5 by 30 June of the year they are enrolling for Prep. Prep is offered to all children who meet the age criteria. Prep is now compulsory.

Children entering Year 1 in Primary School must be 6 by 30 June of the year they are enrolling.

Upon enrolment, it would be helpful if you brought with you:-

- For children enrolling in year 1 or Prep, for the first time, **documentary evidence of date of birth is required.** For children born in Australia this will be an Australian Birth Certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in a country without a birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate.
- Proof of residency. Parents or legal guardians who wish to enroll their child at the school will need to demonstrate that the student's principal place of resident is within the catchment area. Current proof of residence at the address indicated can be provided by the way of each of the following:

One Primary source – a current lease agreement, or rates notice, or unconditional sale agreement

One secondary source – a utility bill (e.g. electricity, gas) showing the same address and the parent's/guardian's name

An enrolment management plan was established at the commencement of Term 4 2004. The boundary for Elimbah State School catchment area can be obtained from the school website. For families residing within the catchment area enrolment is accepted on presentation of proof of residency. For families residing outside the catchment area an application for enrolment form is available from the school office. Your student will be placed on a waiting list in order or receipt of application. Acceptance for out of catchment applications is determined by the Principal.

- If there are any issues re custody of children, please supply a copy of the court order.

Parents are asked to complete all enrolment forms. This includes any information on illness/disabilities and emergency contacts.