



ENROLMENT POLICY

Developed: September 2013

DECD Requirements

The Education Act 1972 requires that children of compulsory age be enrolled at school. A condition of that enrolment is that a student is required to fully participate in the educational program arranged and approved by the enrolling school. Such participation is to include engagement and attendance as required by the program.

Students who are not of compulsory age but who have enrolled at school are subject to the same participation requirements as those students of compulsory age. Attendance and participation requirements for a particular student of non-compulsory age may be modified to meet his or her specific needs. This should be arranged by negotiation between the school, the student and the parents/caregivers.

Age and Approximate Year Level Groupings

Year Level	Age
Reception	5
1	6
2	7
3	8
4	9
5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17

Single Intake Rule – Same First Day

All children starting preschool education in 2013 will do so at the beginning of the year. It will generally no longer be possible to enrol in preschool in the term following a child’s fourth birthday.

This movement from the current ‘continuous enrolment’ policy to a new ‘single intake’ policy starts in preschools in 2013 and will flow on to schools from 2014 onwards.

Children who would have started preschool under the current policy at the beginning of 2013 are unaffected.

Children who turn four before 1 May – who would have started preschool in term two of 2013 under the current policy – will be able to start one term earlier, at the beginning of first term 2013.

Children who turn four on or after 1 May – who would have started preschool in term three or four of 2013 under the current policy – will now start preschool at the beginning of 2014.

This change brings SA into line with other states and territories.

Charles Campbell College Zone

A place is reserved for each student of compulsory age who lives within our zoned area.

Students living in the area south of the Torrens River, Corkscrew Road, Montacute- Marble Hill Road, Arcoona Avenue (and its extension east), Stradbroke Road, Leabrook Drive, Forest Avenue, Reynell Road over to Ross Road, East Street, South Street, Hectorville Road, Glynburn Road, Provident Avenue, Barnes Road, Henry Street, Lower Portrush Road, Ascot Avenue, Main North East Road and OG Road will be enrolled if they apply for Charles Campbell College.

Students who live in zone will be required to provide proof of primary residence. This can be in the form of a recent utility bill or rental agreement and bond receipt, in the name of the parent/caregiver. If a student states that they are residing with a relative/friend, then supporting documentation stating that the relative/friend is the legal guardian of the student is required. This documentation must include a Parenting Order from the Family Court, which states that the relative/friend is the formal full-time carer of the student.

Out-of-Zone Students

Currently only year 8 -12 students are zoned, however family enrolments in both Primary and Secondary will need to be taken into consideration.

Students who live outside our zoned area are welcome to apply for enrolment. Upon application, the relevant Head of School will make contact with the student's current school of enrolment. The decision to enrol an out-of-zone student will be dependant on:

- The student's level of engagement in the education program provided by their current school
- The student's attendance levels at their current school
- Whether there are places available in the required year level at Charles Campbell College

Where there are no places available in a required year level and a student meets all other criteria, their name will be placed on a Waiting List. Contact will be made and a place offered as soon as one becomes available.

Sibling Rights

Students who currently have a sibling (including half-brothers or half-sisters) enrolled at Charles Campbell College are guaranteed enrolment. This does not apply to step-brothers and step-sisters who are not blood relatives, unless they are able to provide proof that they have the same primary place of residence.

Enrolling in Year 8

Our Year 8 enrolment ceiling is 240 students. A place is reserved for all students who live within our zone and current Charles Campbell College Year 7 students. We welcome enrolment applications from students who are out-of-zone, if there is space available within this limit. Acceptance of out-of-zone enrolment is based on a number of criteria, these are outlined in each Year 7 student's enrolment pack.

Students attending government primary schools will each receive an enrolment pack from their primary school. Students attending non-government schools need to apply directly to Charles Campbell College for their enrolment pack.

Once all enrolment applications have been processed by our Regional Office, Year 7 students who are to be enrolled at Charles Campbell College the following year will be issued with a CCC ENROLMENT PACK. This will occur in August and contains a number of forms that need to be completed:

- DECD Enrolment Form
- Consent Form / Talent Release Form
- Confidential Student Information Form
- Year 8 Language Selection Form

Enrolling in Senior Years (SACE)

Students seeking enrolment in Year 11, will need to provide school reports from their previous school of enrolment to show evidence of successful completion of Year 10. In particular, enrolment in Year 11 requires successful grades (C grade or better) in Mathematics, English and Personal Learning Plan (PLP), for at least one semester. Students seeking enrolment in Year 11 who are out of zone or over the age of compulsion will not be considered after Week 2 of Term 1 for Semester 1, or Week 7 of Term 2 for Semester 2.

Students seeking enrolment in Year 12, will need to provide school reports from their previous school of enrolment (or a SACE Statement of Results) to show successful completion (C grade or better) of the compulsory Stage 1 subjects: Mathematics (1 unit), English (2 units) and PLP. Students seeking enrolment in Year 12 who are out of zone or over the age of compulsion will not be considered after Week 2 of Term 1.

Overseas Enrolments

Students who are not Australian citizens or Australian permanent residents are allowed to enrol in South Australian Government schools, subject to certain conditions based on their visa sub-class. The type of visa-sub-class also determines whether the child is full fee paying or eligible to be recognised as a local student (therefore paying local fees only).

For further information in this regard, schools, parents/guardians should contact International Education Services as per the details below:

Telephone: +61 8 8226 3402

Fax: +61 8 8227 2391

Email: decsisp@sa.gov.au

Age of Compulsion

A child who is at least 6 years old or one who is not yet 16 is of compulsory school age. In addition, the implementation of the Compulsory Education Legislation requires all young people between the ages of 16 and 17 to participate in a full-time approved learning program, which is education or training delivered through a school, university or registered training organisation, an apprenticeship or traineeship, or a combination of these.

Students of compulsory school age (under 16) can apply for permanent exemption from school if they have full-time employment, a traineeship or apprenticeship, which employs them for at least 30 hours per week. Evidence, such as a letter from the employer, is required. They can also apply for permanent exemption if they undertake TAFE or other courses, in which case the letter of acceptance from TAFE is required as evidence.

Students of compulsory age (16-17) can apply for permanent exemption from school if they have full-time employment, which employs them for at least 25 hours per week. Evidence, such as a letter from the employer, is required. Students aged 16 – 17 do not need to apply for exemption to undertake a traineeship / apprenticeship / TAFE or other courses. However, they will be required to submit evidence to the school before they can leave.

Over the Age of Compulsion

Students who are over the age of compulsion who are applying for enrolment at Charles Campbell College and who are continuing students (ie: transferring from another secondary school) will be treated in the same manner as students who are under the age of compulsion.

Students who are over the age of compulsion (ie: over 16) and who wish to return to schooling after an extended absence from mainstream schooling (eg: employment, TAFE, non-attendance) meet the criteria for enrolment in an adult place of learning and as such will be referred to one. The closest adult learning facility in the Eastern Region is Marden Senior College and this provides a learning environment more suited to their age and experiences of these young people.

Enrolment Agreement

Students and parent/guardians wishing to enrol at Charles Campbell College must agree to accept and abide by the rules and regulations stated in the school policies including but not limited to:

- Anti-bullying
- Attendance
- Homework
- Mobile phones and other electronic equipment
- Out of school grounds
- Parent concerns and complaints
- Promotion/Retention
- School Discipline
- Uniform

Non compliance may result in termination of enrolment.

The full policies can be found on our website.

School Fees

Students enrolling at the beginning of the school year will receive an invoice and will be expected to pay school fees in the week before lessons begin. If full payment cannot be made at this time, parents can request a payment scheme which can be negotiated with our Finance Officer.

Students transferring from another South Australian government school during the school year, where they have been charged for Materials and Services, cannot be charged by the new school for that school year. Any outstanding fees owed to the original enrolling school will be pursued by that school.

Students transferring from a non-government school will be invoiced for the Materials and Services charge for the remaining portion of the year.

School Card application forms are available from our Front Office upon request.