

Highgate Junior Primary School Enrolment Policy

Department policy

Children are not required to attend school until they are six years old, and they may not be admitted before they are five years old. The admission of children aged five is at the beginning of each school term ie four times per year. The enrolment of a child aged five is a matter of parental choice and when this choice is made, the child shall be admitted to the school at the next intake.

It is departmental policy that children enrolling in Government schools have between eleven and fourteen terms in junior primary classes, that is reception, years one and two. As a guide, children will progress according to the following pattern:

- Children admitted 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.
- Children admitted at the beginning of third term will normally have 14 terms.
- Children admitted at the beginning of fourth term will normally have 13 terms.

In exceptional circumstances the length of time that particular children spend in junior primary may be varied. The decision about the length of time to be spent in junior primary classes by a particular child would not be made on entry but as a result of ongoing consultation between the child's parents, staff and other professionals, if appropriate, over the first two years.

At Highgate Junior Primary

Highgate Schools' numbers are stable and remain at or near capacity. Highgate Schools are zoned in order to manage numbers. A map is available on our website or on request from front office.

Guaranteed Enrolments

Students who live in zone are automatically accepted.

Siblings of enrolled students are automatically accepted.

Enrolments from Highgate Junior Primary to Highgate Primary School are automatic.

Out of zone enrolments

Families who live out of zone and apply to enrol at Highgate Junior Primary School are notified that they will be placed on a waiting list and will be notified if a vacancy should arise.

Students may be accepted from out of zone if there are vacancies and those enrolments are to the advantage of the school ie to maintain current staffing levels.

This happens on a term by term basis depending on the numbers for each term.

Closeness to zone/ school is the **only criteria** used to select children to fill any vacancies in any given term.

We aim to let parents know at least two terms in advance on the likelihood of vacancies.

Transition to school

There are 4 transition visits arranged for students. These are usually held on Fridays mornings towards the end of the term prior to starting school.

New reception students start on the Wednesday of the first week of each term.

Policy revised: May 2008 Review date: May 2009