

Enrolment, Attendance and Transition

RATIONALE

The Buln Buln Primary School is a community-based school providing an education for students P-6. To optimise learning for each student, engaged attendance in a happy and safe environment is essential.

AIMS

- The Enrolment and Attendance Policy aims to
- - encourage the fullest possible participation in school by students.
- - promote the school to its community in a positive light.
- - maximize attendance and success for all (90% plus).

IMPLEMENTATION

The Principal is responsible for the policy through:

- providing thorough and timely enrolment information and procedures
- ensuring eligibility criteria and evidence are met ie 5yrs old at April 30th, Birth & Immunisation Certificates, Conveyance Allowance & Educational Maintenance Allowance entitlements, Disability & Impairment assessments
- delegating daily attendance checks and absence explanation to staff
- checking absentees each term or on request by staff for irregularities
- providing the follow-up or support necessary to redress the concerns
- regularly publicise the importance of punctuality
- ensuring classes provide stimulation and challenge and therefore engagement
- promoting an encouraging tone in a safe environment.
- providing for transition plan

3.21 Kinder to Prep

- half days in term 4.
- parent information session
- extra consideration on an individual needs basis
- information provided to kindergartens in term 3
- booklet and enrolment information for all enquiries
- term 1 – buddies established
- no Wednesdays for first month

3.22 Year 6 to Year 7

- information distribution for secondary colleges
- provide for access to open days
- meet timeline obligations for transition paper work
- transition program in cluster at NDSC in November
- maintain open interest with secondary students from the community.

3.23 Other levels

- ensure an effective policy for grade structure development (attached)
- all grades visit new rooms, new teacher on Orientation Day in preparation for following year.
- new enrolments assessed within a fortnight of admission

3. Resources

- release time for teacher involvement
- information booklet, forms, brochures.

GRADE STRUCTURE POLICY

Subject to DET policy together with Staffing Agreement requirements our Grade Structure shall:

- aim to meet the needs of students and preferences of staff
- reflect expectations of the school and its community
- be an inclusive staff process
- aim for straight grades where possible
- maximize learning spaces and opportunities
- develop composite classes as needed taking into account:
 - academic
 - social
 - family
 - numerical factors – minimum group size and late enrolments
- be concluded before Orientation Day
- be explained to School Community.

EVALUATION

This Policy will be reviewed as part of the school's review cycle.

RESPONSIBILITY

Principal