JAMESTOWN COMMUNITY SCHOOL
ENROLMENT POLICY
(Review date 2010)

NEW ENROLMENTS
New students enrolling at Jamestown Community School will receive a welcoming package including the following information:

- Information booklet/leaflet
- Enrolment forms
- Medical forms
- Bus Schedule (when necessary)
- School Fees schedule
- Parent/guardian consent forms
- Daily routines information (time table, lunch orders, canteen list, uniform list etc.)

All new enrolments are completed by the Assistant Principal [Curriculum]
It will be necessary to make a prior appointment to ensure the enrolment and induction process can be completed effectively.
In the event that the Assistant Principals are not available an enrolment package may be collected by the parent/guardian to provide information about the school.
The school reserves the right of a minimum of 1 working day between the enrolment meeting and the new student beginning classes. This time is necessary to implement processes for the successful entry of the student to the school and the classroom.

Some suggestions to support the student induction process are to:

- Include the student in the enrolment process
- Provide a tour of the school
- Include a ‘buddy or two’ in the tour
- Present a student stationery pack
- Meet the Class teacher
- Meet the front office staff
- Arrange a P&F representative to open the uniform shop

Post compulsory students will be required to sign an “Expectations of Post-compulsory Student” agreement.  [Currently being designed]

STUDENTS BEGINNING SCHOOL

In the event that a child’s birthday falls within one week of the start of the school year, it may be possible for that child to begin at the start of that term. The Kindergarten and Junior school staff, parents, and the Principal will discuss this matter when the need arises.

Children must have turned 5 prior to beginning school. Children are not required to attend school until they are 6 years old.
Family, pre-school and the school decide on the most suitable admission date for each child. Children are ready for formal learning at different ages.
During the pre-school to school transition the pre-school teacher supplies the reception teacher with a summative report outlining the child’s readiness for school.
Under normal circumstances the admission of children aged five years will conclude that:

- Children admitted at five years of age 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 in junior primary
- Children admitted at the beginning of third term will have 14 terms, as they will spend 6 terms in reception.
- Children admitted at the beginning of fourth term will have 13 terms in junior primary classes. Jamestown Community School currently has an intake at the beginning of each term of the school year.

Discussions between parents and teachers regarding the length of time spent in junior primary classes will take into account the emotional, social, academic and physical maturity of the child concerned.
TRANSITION

A Transition program enables children to learn about a new learning environment, interact socially with other children and school staff, learn the physical layout of the school and be introduced to school life. It is both an emotional and physical change for the children and can be quite exhausting. Therefore, we at Jamestown Community School have planned a transition program in a way to hold children gradually get use to school. This transition process happens at the end of each term:

- Visit 1: School to visit preschool or vice versa (swap each term).
- Visit 2: 8.45am to 10.50am at Community School, includes parent meeting with Junior School Coordinator, Teacher, Special Needs Coordinator. Uniform shop opens for sales.
- Visit 3: New receptions attend school from 8.45am to 2pm.
- Visit 4: New receptions attend school from 8.45am to 3.25pm.

Weeks of visits vary depending on events at both Preschool and Community School.

Dates of visits decided in conjunction with Preschool. Parents are notified by letter at least a week prior to transition visits.