



Glenburnie Primary School Enrolment Policy

Effective Date: 17/06/2026

Review Date: 17/06/2029

Ratified by: Principal, School Staff and School Governing Council

Purpose

The purpose of this policy is to outline the enrolment procedures and criteria for Glenburnie Primary School, ensuring a fair and transparent process for all prospective students and their families.

Scope

This policy applies to all prospective students seeking enrolment at Glenburnie Primary School.

Enrolment Criteria

1. Age Requirements

- Children must be five years old by 30 April to enrol in Reception at the beginning of the school year.
- For mid-year enrolments, children must be five years old by 31 October.

2. Non-Zoned Enrolment

- Glenburnie Primary School does not have a designated school zone, and applications are open to all families.

3. Special Circumstances

- Consideration will be given to students with special circumstances, such as medical needs or family relocation.

Enrolment Process

1. Application Submission

- Parents/guardians must obtain and complete an enrolment application form from the school office.

2. Documentation

- Required documents include proof of age (e.g., birth certificate) and any relevant medical or educational reports.

3. School Tour

- Prospective parents and students are encouraged to attend a school tour to learn more about the school environment and facilities.

4. Notification

- Families will be notified in writing of the outcome of their application. Successful applicants will receive an enrolment pack with further information.

5. Acceptance

- Parents/guardians must confirm acceptance of the enrolment offer by the specified date.

Mid-Year Enrolments

- Glenburnie Primary School accepts mid-year enrolments, subject to availability.
- Children must be five years old by 31 October for mid-year enrolment.
- Parents/guardians should contact the school office to discuss mid-year enrolment opportunities and complete the necessary application process.
- A school tour can be arranged for mid-year applicants to familiarise themselves with the school environment.

Special Programs and Support

- Glenburnie Primary School offers various programs to support diverse learning needs, including intervention and extension programs.