

Enrolments and Transfers

- Parent Information - Early Enrolment into Year 1
- Parent Information - Delayed Entry into Year 1
- Application for Early Enrolment into Year 1

Eatons Hill State School has an enrolment management plan that guarantees enrolment for students in the local area living within our defined catchment area. Parents of students residing outside the catchment area may seek exceptional enrolment by writing to the principal outlining their reasons for wishing to attend our school. To gain admission, the principal is required to provide written approval for all exceptional enrolments. Please contact the office if more details are needed.

General Enrolment Process

Please assist us by ringing and making an appointment to discuss enrolment at our school. We request parents/carers enrol their child/children prior to their first day at our school so that a teacher and class may be allocated and furniture provisions organised. Upon enrolment, we ask that you endeavour to purchase uniforms and school requirements before your child commences. As our school has a School Uniform Policy, this helps new children quickly settle in and feel comfortable in their new school setting

The enrolment process includes completion of a number of forms, an outline of several key school policies and an interview to collect summary information around each child's academic achievements and school behaviour. This requires approximately half an hour per student. Previous report cards and assessments are useful to bring to the interview and assist in placing students in appropriate classes. This interview is conducted by the relevant Deputy Principal – Miss McKinnon (Yrs Prep – 3), Mrs Henrich (Yrs 4 – 7)

Forms and Documents

On enrolment, parents/carers will be required to complete and sign the following forms:

- Student Enrolment Form
- Blanket Permission Form
- Student Computer/Internet Usage Form
- Parent Notice for Religious Instruction in School Hours

Parents will also be given a copy of the following documents:

- Responsible Behaviour Plan for Students – policy document
- Complaints Management (Education Queensland document)
- Parent Information Book on school routines, policies and procedures including School Uniform Policy, Homework Policy, Attendance and Absences Policy

Birth Date

Eligible For Prep In:

Eligible For Year 1 In:

Child born 1 July 2002 to 30 June 2003

2008

2009

Child born 1 July 2003 to 30 June 2004

2009

2010

Child born 1 July 2004 to 30 June 2005

2010

2011

Children need to be five by 30th June in the year they start Prep. Prep is a voluntary year of education. However, this year provides an excellent transition to Year One.

From 2008, the compulsory school starting age will increase by six months. Children will need to be six by 30th June in the year they enroll in Year 1. Proof of date of birth is required for all children enrolling at this school. (A birth certificate extract, passport or transfer form is acceptable.)

Enrolment Process for Preparatory and Year One Students

Early in Term 3, school enrolment information is distributed to local Kindergartens, Preschools and Childcare Centres. Information and relevant forms are also distributed to families who will be enrolling for Prep as well as families who have children already enrolled in Eatons Hill State Prep classes prior to interviews.

Afternoon and evening information sessions are conducted at Eatons Hill State School Campus mid Term 3 for new parents to explain our enrolment processes and to answer any questions. Interviews will be conducted at the end of Term 3 and beginning of Term 4 for students new to our school in Prep or Year 1 the following year. The interview is an important part of our enrolment process and informs your child's placement in the coming year. Interviews can be booked following the information sessions or through our school office on 3264 9222.

During November, current Prep students will visit classrooms to become familiar with the school setting. These days are negotiated at the interview for students who do not attend our Prep classes. There will also be tours of the school for parents, grandparents and care givers. This is a good opportunity to learn about our school and meet other parents whose children will be attending Eatons Hill State School.

All new Prep parents are invited to a "Welcome Morning Tea" in the 2nd last week of Term 4 at the school. Prep and Year One class lists, teachers and classrooms will be published at this time.

The First Day

If enrolment forms have already been completed and know where their child's classroom is, there is no necessity for parents and students to report to the office. If students have not enrolled prior to day one, parents/carers and students are asked to report to the office.

Class lists will be displayed on classroom doors. Teachers will be in attendance in the room to receive and welcome your child. If your child is upset, it is best that you do not unduly delay your departure as children generally settle more quickly if parents leave.

Draft class lists are published and displayed on school notice boards on/by the 2nd last Friday of Term 4 to enable a smooth start to the year. Finalisation of class lists and teachers and rooms will not be completed until immediately after the 8th day of school each year as variations in enrolment numbers and staff changes prior to the start of the school year will generally result in some fine tuning being necessary.

Student Transfers

A Transfer Note is required when the child is transferring to our school from another state school.

When a student leaves Eatons Hill State School the Principal is required to forward a copy of the Transfer Note to the school to which the student is transferring. These certificates should be requested from the office on or prior to the student's last day at Eatons Hill. (The Transfer Note, however, cannot be issued until the student's final day at the school.)

Please advise the office and class teacher that your child/children will be transferring from the school as soon as possible so that a forwarding report may be prepared by the class teacher. It is our intent to facilitate your child's transition to a new school by providing informative reports and work samples.

