**Ceduna Area School Enrolment Procedures**

Procedure for enrolling any student R-12 at Ceduna Area School

**The Purpose**

1. To ensure leaders have time to gather information and data about students from their previous school.
2. To ensure teachers have time to organize their classroom, stationery packs and labels.
3. Starting a new school is a positive experience for students, families and staff members.

**The Process**

For the enrolment process to be successful we need to follow the process outlined below:

1. When families come to enroll, they need to complete the intention to enroll form and the enrolment forms. This can be done on site or taken home.
2. Once the intention to enroll form is complete and returned front office staff will contact the relevant Leadership person.
3. Assistant Principal/Wellbeing Leader/AET will call the previous school to gather information and data about the student who intends to enroll.
4. Assistant Principal/Wellbeing Leader/AET will make an appointment to meet with the family and the student and negotiate a start date.
5. Students will be added to EDSAS and Daymap and a timetable will be created.
6. The Deputy Principal will email teachers with details about the student who has enrolled and the lessons they will be enrolled in.