



## **New Enrolments**

As we know, transitioning to a new environment is hard. It impacts the academic, social, emotional, physical and spiritual elements of a child...and their family.

Our comprehensive school-based transition program looks like this.

- We gather information from family members and teachers

One reason mobility has such a negative impact is because of lost instructional time. We gather as much information from family members as possible so that teachers have a better sense of the new learner's needs straightaway.

- We are ready for them
  - Their name is on the list, wall or any other class-based identification
  - We have a space for them to learn
  - Supplies (books etc) are ready to start the learning
  - We have a friend show them around the school
  - We consider where they can sit to make peer connections
  - All staff have seen an image and any relevant shared information

- We foster friendships

The key to success is often friendships. Learners who make a close, personal friend within the first month of enrolling benefit in academic as well as social ways.

- We encourage learners to find out something about each other and connect
- We subtly engage new friends in conversations with like-minded peers
- We have friends intentionally engage new learners in social activities and introduce them around

At South Coogee PS we have outstanding teachers who use clarity of practice and strong pedagogy to know what assessment capable visible learners know, understand and do. This alleviates the negative effect size of -0.34 (equates to half a year of lost learning) that potentially can alter learner progress as part of a transient community.

## **Procedures:**

- All families and learners meet with the Principal, Deputy Principal or delegated leader
- As soon as possible a picture will be requested to share with staff – example below

### **The email to staff:**

Name:  
Class:  
Any relevant information for staff



- The 'New Enrolment' form will commence and be ready for the day before the new learner begins at the school. [T:\Teacher\Admin\Enrolment](#)
- Parent/Carers complete the '[Application to enrol in a NSW Government school](#)' form
- Parent/Carers complete all necessary identification requirements such as:
  - child's birth certificate or identity documents
  - proof of child's address – 3 evidence documents such as a current council rates notice, residential lease, electricity bill and so on
  - immunisation history statement from the [Australian Immunisation Register](#) (AIR)
  - any family law or other relevant court orders, if applicable
- A SCPS out of area enrolment form (If required)

Have you joined South Coogee PS communication platforms? **SkoolBag** ☐ **CareMonkey** ☐



## **New Enrolment form**

Today's date: \_\_\_\_\_

Name: \_\_\_\_\_ Preferred name: \_\_\_\_\_

DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ Aust Defence Force ☐ (Please give DSTA details to family)

Aboriginal/Torres Strait Islander origin ☐ English as an Additional Language ☐

Parent carer name 1: \_\_\_\_\_ Contact no. \_\_\_\_\_

Parent carer name 2: \_\_\_\_\_ Contact no. \_\_\_\_\_

Siblings: (Name & Class)/ or siblings at home: \_\_\_\_\_

Medical needs: \_\_\_\_\_

Previous school: \_\_\_\_\_ Report/information attached? ☐

Any school, teacher or parent comments? \_\_\_\_\_

Learning Support needs: \_\_\_\_\_

Any learning, health or behaviour plans, risk assess or other information attached? ☐

Interests: \_\_\_\_\_

Successes: \_\_\_\_\_

Challenges: \_\_\_\_\_

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### **Office to complete:**

Class: \_\_\_\_\_ Teacher: \_\_\_\_\_ Start date: \_\_\_\_\_

Interview conducted by: \_\_\_\_\_ Date: \_\_\_\_\_

Scripture: \_\_\_\_\_ House group: \_\_\_\_\_

Any specific information for the Class teacher/Supervisor? YES / NO or contact the office (Circle)

Copies to: Office ☐ Class teacher ☐ Supervisor ☐ DSTA ☐ LST ☐ Badu ☐ Staff email sent ☐

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