



# Linden Park Primary School

## Linden Park Primary School's Admission's Procedure:

As a member of the International Baccalaureate Community, Linden Park Primary School embraces the diversity that students add to our community through an inclusive lens. As part of the enrolment process, families are invited to share individualised information about language, culture, neurodiversity and challenges to learning to create a learning environment that meets and the needs of their child.

### Our mission:

The LPPS Mission Statement sits within the IB Mission Statement and is reviewed by staff, students and Governing Council annually.

*"Linden Park primary School aims to develop resilient, caring, curious and creative lifelong learners who appreciate diversity, demonstrate global citizenship and make a difference through their actions"*

### Enrolment procedure:

Linden Park Primary School is a zoned school operating under the Department for Education's Enrolment policy and the SA Government ratified [Capacity Management Plan](#). Families living in our zone for a minimum of 12 months are invited to submit an Expression of Interest and the supporting documentation for consideration.

### Documentation includes:

- \* proof of residency in the school catchment area for 12 months.
- \* proof of age and visa documentation if applicable.
- \* proof of identity / custody.

Living in our school zone does not guarantee enrolment at the school. We do not register families outside of our school zone.

If at the time of registration, no vacancies exist at the appropriate year level, students will be encouraged to maintain their current placement, or be referred for enrolment in neighbouring schools and placed on the LPPS enrolment register.

### Enrolment Register

Parents whose child's name has been placed on the enrolment register will be contacted by the school at the end of the year if a vacancy is available for the following school year.

The enrolment register is reviewed and updated annually by the school.

### Reception Transition / Orientation

Students and their families are then welcomed through an Induction /Orientation process which provides valuable information about our school with a focus on the importance of our IB PYP program.

Parent information sessions are used to introduce families to the IB philosophy, our Mission statement, the Program of Inquiry, Learner Profile Attributes and ATLs. We believe that it is critical to establishing a partnership where families understand the IB Mission statement from the beginning of their time with our school. Through this partnership, families engage in the learning with their children, mirroring our values, taking pride in agency and supporting the strategies that result in learners taking action

School tours highlight the IB PYP program in classrooms, led by student ambassadors who highlight philosophy being enacted at a classroom level.

### Years 1-6 Orientation

Students are invited to participate in school visits with their assigned classes prior to becoming fully enrolled.

Students who are new to Australia and from EALD backgrounds are assessed as part of the Expression of Interest, (EOI) process and if eligible enrolled in an Intensive English Learning Program for a period of time before starting at LPPS.

### Timelines and Communication:

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Department for Education T/A South Australian Government Schools  
CRICOS Provider Number: 00018A





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The Enrolment officer oversees the communication and information sharing with families. Timelines are reviewed annually and aligned with the Reception timelines for both the beginning of the year and mid-year intake.

Students who are enrolled from other schools, that are on the enrolment register, will be contacted early Term 4 in readiness for a Term 1 start the following year.

### Roles and Responsibilities:

#### Students-

- have the right to an education
- can be included in the admissions process
- participate in introductory experiences such as class visits, tours and signing of digital literacy agreements

#### Parents-

- ensure that their child is of compulsory school age when they begin enrolment
- ensure that the enrolment form is completed accurately, with all documentation requested in a timely manner
- communicate any changes to circumstances

#### School/ Leadership-

- follow Departmental policies and procedures
- manage processes to acquire necessary resources and facilities to accommodate students eligible for placement at the school, including reasonable adjustments
- make sure relevant information is communicated to the community, families and prospective applicants
- maintain accurate and complete enrolment data
- manage all enrolments in a transparent manner, with consideration of the best interests of the child, including their safety and wellbeing, without discrimination or prejudice
- make sure the school's communication of enrolment is accessible, promotes inclusion and outlines complaints processes
- make sure students and parents are invited to participate in decisions affecting them and listens to these voices