



Comet Bay College Enrolment Policy

Comet Bay College is a gazetted Local Intake school, and therefore will enrol students who reside within its Local Intake Area.

Enrolment forms for the following year are made available through our partner primary schools and on the College website from Week 9, term 2 each year. Enrolment forms must be returned to Comet Bay College Administration, before the end of week 2, term 3 each year.

When enrolling a child, parents/guardians are asked to;

- ensure the legal parent/guardian lodging the enrolment is noted on the enrolment form as Parent/Guardian ONE (PG1).
- provide evidence of a child's legal name and age, along with any relevant current documents such as *Family Court Order/s*, *Parenting Plans*, *Country of Residence* and *Right to Reside in Australia*;
- ensure contacts provided are appropriate and consent has been given for contact by the college in the event of an emergency situation;
- provide THREE 'proof of address' documents to confirm residency (including at least one utility bill). The confirmed residential address must be current at the time the child is to be attending Comet Bay College.
- details of any disability are recorded on the enrolment form;
- the Student Health Care Summary, and any relevant health care authorisation/s are attached to the enrolment form.

At the end of November each year, the College will review the number of enrolments from the Local Intake Area, and apply the following criteria in the compulsory years, if the college has capacity to accommodate children from outside the local-intake area:

- **First priority** - A child qualifying for a specialist program approved by the Director General for that year.
- **Second priority** - A child who has a sibling also enrolled at the school in the current year, (other than siblings enrolled in specialist programs approved by the Director General), and who lives nearest the school.
- **Third priority** - A child who does not have a sibling enrolled at the school in the current year, or who has a sibling enrolled in a specialist program approved by the Director General, and who lives nearest the school.