**2512 KUKU DISTRICT SCHOOL**

**ENROLMENT POLICY**

1. Students eligible for enrolment must:
	1. Be living within the Nausori Education District perimeter.
	2. Be within the 2 km residence of the school.
2. Students enrolled for ECE will range from 4 years and above in the calendar year.
3. The school will only enroll Year 1 students who have completed ECE course in the previous year. First priority is given to our own ECE and if there is space, we will consider enrolling other children.
4. The following documents must be produced on the enrolment day:
	1. **Original birth certificate**
	2. **2 passport photos**
	3. **Medical card**
	4. **Clearance letter from previous school with FEMIS Id (If applicable).**
	5. **Student profile (from previous school, if applicable)**
	6. **Academic report (from previous school, if applicable)**
	7. **Proof of Residence**
	8. **Other relevant documents about the child’s welfare.**
5. An undertaking is to be signed by Parents/ Guardians regarding rules and regulations of the school, Code of Conduct and the Travelling Agreement.
6. All enrolments will be done by the Admin Officer and Head Teacher.
7. Non Fiji citizens may have to pay required levy as per MEHA policy.
8. Enrolment will only be done in the enrolment period and not throughout the year. Only special considerations will be given to students being transferred from other schools.
9. The enrolment period is from a month prior to the end of Term Three and first Two weeks of the new academic year.