

ENROLMENT POLICY

This policy was last ratified by School Council on

RATIONALE

This enrolment policy aims to provide an efficient process of enrolment that satisfies the needs of both students and the school.

GENERAL PRINCIPLES

- ◆ All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.
- ◆ The enrolment policy for our school and supporting processes ought to be transparent and communicated effectively.

IMPLEMENTATION

1. An entitlement list will be established giving priority to:
 - ◆ Those families who reside in the 'neighbourhood' as defined in the Government school's Reference Guide (i.e. the nearest school to their permanent place of residence, in a straight line). Note that each campus has its own 'neighbourhood'.
 - ◆ Those families with sibling claims currently enrolled. Sibling claims are campus specific.
 - ◆ Those families who have a parent employed by the school.

Note:

- *Priority for enrolment conditions are the same for each campus and apply independently at each campus.*
- *Consideration of special circumstances is at the discretion of the principal.*

2. Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate.
3. A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
4. Other parents seeking early age entry for their children must make a written application to the Regional Director.
5. Students with Disabilities and Impairments will be enrolled along with all other eligible children.
6. All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
7. Contact will be made with principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interests of the student.
8. Students will be allocated to classes according to a combination of class size and student need.

RESPONSIBILITIES

- ◆ An office staff member will be designated as the Enrolment Officer.
- ◆ The principal to work with the Enrolment Officer to ensure this policy is implemented as intended.
- ◆ The principal will ensure this policy is communicated to parents through local pre-schools and the school's website.

EVALUATION

This policy will be reviewed in March annually.

Designated neighbourhood for Schools

