



## Enrolment Policy

### **RATIONALE**

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.

### **PURPOSE OF THE POLICY**

To provide an efficient process of enrolment that satisfies the needs of both students and the school, in accordance with DET guidelines.

### **GUIDELINES FOR ACTION**

1. All children who are eligible to attend a Victorian Government school are welcome to attend our school.
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 30<sup>th</sup> April on year of entry and a current 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 – refer to DET Early Enrolment policy.
5. Students with disabilities will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
6. All enrolments will require the completion of the DET ‘Confidential Student Information Enrolment Form’, with details entered immediately on CASES21.
7. Whenever possible, the Assistant Principal will contact Principals of previous schools of students seeking transfers, particularly from local schools, to discuss the circumstances of the transfer, and to discuss any academic or behavioural matters. The Principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.
8. Parents of students transferring from another school are required to meet with the Principal/Assistant Principal before admission to the school. Students will be allocated to classes according to a combination of class size and student need. Teachers are to be given 48 hours’ notice, whenever possible, before a child begins in their classroom. The parents will be given a booklist and will be encouraged to provide stationery items before commencement. Teachers will be available to meet the student at 8.45am on the day of commencement.

9. Grade placement may be temporary to give the school the opportunity to ensure the correct placement of the child. Parents will be notified of this at enrolment.
10. Office staff are to notify the classroom teacher and other staff who require student details, eg. Specialists, library technician, assessment and reporting coordinator, Athletics coordinator, etc.
11. As part of the transition into the school students are able to attend an induction day prior to commencement.
12. This policy is to be read in conjunction with DET regulations found at:  
<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>
13. This policy will be reviewed as part of the school's three-year review cycle.

Reviewed: 27<sup>th</sup> April 2016

Ratified by School Council: 10<sup>th</sup> May 2016

