



# 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.

### **Aims:**

To provide an efficient process of enrolment that satisfies the needs of both students and the school.

### **Implementation:**

- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- 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 of that year) and an immunisation certificate.
- 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.
- Other parents seeking early age entry for their children must make a written application to the Regional Director – see Early Enrolment policy.
- Information regarding the enrolment of overseas students can be obtained from the International Student Program (03) 9637 2990.
- Students with Disabilities and Impairments 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.
- All enrolments will require the completion of the Dept of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- All students will be given a unique student identification number known as the 'Victorian Student Number'.
- A staff member will contact the previous school 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 for one

school day in order that enquiries of the previous school are carried out in the interests of the student.

- Students will be allocated to classes according to a combination of class size and student need.

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last reviewed by School Council on

14<sup>th</sup> August 2017