

ENROLMENT AND ADMISSION 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 students, their families and the school.
- To provide eligible children the right to be placed in their Designated Neighbourhood School (DNS). The designated neighbourhood school is the school that is nearest the student's permanent residence. See attached DNS area.

Implementation:

- Children who are eligible to attend a Victorian Government school are required to attend a pre-enrolment interview with a designated officer of the school.
- Enrolment is subject to ability to place the child according to numbers at each Year level, and best outcomes for the child and the 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 30th April of that year) and copies of the birth and immunisation certificates.
- Parents seeking early age entry for a prep child must make a written application for enrolment 2 terms prior to the starting date for their child in the following year and meet and have DET Regional approval as per DET's early age entry Exemption guidelines.
- Information regarding the enrolment of overseas students can be obtained from the International Student Program (03) 9637 2990.
- All enrolments will require the completion of the Department of Education 'Confidential Student Information Enrolment Form', for details to be entered immediately on CASES 21.
- All students will be given a unique student identification number known as the 'Victorian Student Number'.
- Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.
- Our Office Administration or Principal Class team will contact 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 until 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 enrolled student numbers, class size and student need.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle or earlier as necessary with any legislative requirement.