

## RATIONALE

- All children enrolling at our school deserve a smooth transition that enables them to become part of Tulliallan Primary 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.
  - As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements. The designated neighbourhood school is the school that is nearest the student's permanent residence -

### **Permanent Address Verification Guidelines:**

To assist Tulliallan Primary School in assessing your child's eligibility for enrolment, please provide the following compulsory documentation prior to the enrolment proceeding:

1. Certified copy of a Rental Agreement through a Registered Real Estate Agent OR the Contract of Sale of your property which must be in the parent's name (as listed on the enrolment form).

\*\* Private lease arrangements will only be accepted with Statutory Declarations as follows:

- **STATUTORY DECLARATIONS:** required if you are renting privately, one each from the Landlord and yourself. These Statutory Declarations should state the relationship between the family and the owners, as well as confirming the student is living in the address provided in the enrolment application and that the arrangement is genuine and intended to be permanent or for a specified rental period (dates included)  
<https://www.justice.vic.gov.au/statdecs>
- **Plus a copy of:**  
Rates Notice from the owner of the property

*PLUS*

2. Two more of the following documents:

- Current utility bills (no more than 3 months old): eg. Gas, Electricity, Water, Phone which lists the address for enrolment
- Electoral enrolment confirmation
- Council rates notices
- Health Care/Pension card showing address, letter from Centrelink or a letter from a Government agency

Documents should show the same address and parent's name as recorded on the school enrolment application form.

Optional: On request, you may also be required to complete a statutory declaration confirming the student is living in the address provided on the enrolment application and that the arrangement is genuine and intended to be permanent.

Please Note: Enrolment applications may not be successful if the requested documentation is not provided. When assessing enrolment applications, Tulliallan Primary School may make the following enquiries to verify the information provided about a student's permanent residence:

- Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- Checking with a real estate agent
- Checking whether the contact landline phone number provided is registered to the residence provided on the enrolment form

- For a rental property which is a studio apartment or a one bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment.

If, after reasonable enquiries, the Principal does not accept that the address provided on the enrolment application form is the genuine permanent residence of the student, the enrolment application may not be successful.

## IMPLEMENTATION

- All 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.
- The enrolment policy of Tulliallan Primary School take into account all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.
- Tulliallan Primary School is an inclusive school that provides programs for all enrollees. A Disability and Impairment Program caters for students with special learning needs
- Students enrolling at Tulliallan Primary School as part of a prep intake are 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.
- 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.
- International students will be enrolled in a manner consistent with the guidelines for enrolment of international students of the Department of Education and Training
  - 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', with details entered on CASES 21.
- All students will be given a unique student identification number known as the 'Victorian Student Number'.
- The Enrolment/ Admission Officer will contact 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 to 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.

## LINKS

Placement <http://www.education.vic.gov.au/school/principals/spag/participation/pages/placement.aspx>

Admission

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>

Transfers

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/transfers.aspx>

Enrolment

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>

Transitions

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/transition.aspx>