

ENROLMENT POLICY



RATIONALE

- All children enrolling at our school deserve a smooth transition that enables them to become part of our school with minimum disruption and maximum support.

AIMS

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

IMPLEMENTATION

- The DET Admission, Enrolment and Placement Policies apply where parents will be encouraged to enrol at their closest government 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 an
 - Immunisation certificate.
 - Proof of Australian permanent residency
- 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.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES 21.
- The Principal 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 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.

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

EVALUATION

- This policy will be reviewed as part of the school's review cycle, at least once every three years.