



## Enrolment Policy

### Rationale:

Enrolment of students is directed by Government Policy as outlined in the Victorian Schools Reference Guide Section 4.1.1.5 “Student Placement”. This Policy has been drafted to comply with both government policy and the Schools Facility Schedule.

### Aims:

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

### Implementation:

- All children who are eligible to attend a Victorian Government school are entitled to enrol at their local neighbourhood school.
- The specifically designated neighbourhood school is defined as the school which is nearest to the student’s permanent residential address defined as straight line distance (front gate to front gate, unless otherwise determined by the Regional Director). A Council Rates Notice, Rental Agreement or Statutory Declaration may be required for proof of residency.
- Students enrolling at our school will be required to provide proof of birth and proof of immunisation records. Students enrolling for prep must have turned 5 years of age by the 30<sup>th</sup> April of that year. 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 Education Division on (03) 9637 2990 or the International Student Program website [www.study.vic.gov.au](http://www.study.vic.gov.au). Acceptance of students who are part of the International Student Program will be subject to school enrolment capacity.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. When deciding the terms of enrolment all avenues will be explored in order to make the transition most effective.
- All enrolments will require the completion of the Department of Education and Training ‘Confidential Student Information Enrolment Form’, together with proof of birth and immunisation records prior to commencement date
- The school has an official ceiling for enrolments, capped at 1100 students. Should enrolments reach the maximum level according to the facilities schedule of students at any time, further requests for enrolments will be refused on the grounds that the school has reached its maximum capacity as per the Facilities Schedule and the site’s facilities ceiling. Ongoing monitoring of enrolments numbers will be performed informing school decisions in relation to this area.
- Enrolments will be accepted under the following priority order:
  - Students for whom the school is the designated neighbourhood government school
  - Students with a sibling at the same permanent address who are attending the school at the same time
  - Students seeking enrolment on specific curriculum grounds, where it is not provided by the student’s nearest government school
  - Students wishing to enrol at our school from a neighbouring school after February census will be able to do so on the condition that there are spaces available at the particular year level and they meet enrolment criteria as stated above.
- The Assistant Principal or their delegate will contact staff of previous schools of all students seeking transfers to discuss the circumstances of the transfer 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.
- The administration staff will contact the previous school of transferring students to arrange a transfer note and any missing enrolment documentation eg: asthma plans.
- 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 ratified by School Council on: 15th November 2017*