



Enrolment Policy

PURPOSE

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.

GOAL

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

1. IMPLEMENTATION

- 1.1 All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- 1.2 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.
- 1.3 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.
- 1.4 Other parents seeking early age entry for their children must make a written application to the Regional Director and provide a copy to the school.
- 1.5 Information regarding the enrolment of overseas students can be obtained from the International Student Program (03) 9637 2990.
- 1.6 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.
- 1.7 All enrolments will require the completion of the DEECD 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- 1.8 All students will be given a unique student identification number known as the 'Victorian Student Number'.
- 1.9 Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that:

School principals approve transfers when:

- the student residence changes and is now closer to a different government school (where requested)
 - transfer is sought from an Australian school outside the state system
 - the transfer is sought at the commencement of the school year or term 3
 - transfer is requested (other than in those instances cited above) by a parent/guardian and the principal of each school involved supports the request
 - a student is expelled from a school. For students of compulsory school age, the principal of the school from which the student has been expelled is responsible for ensuring enrolment in another school or registered training organisation; in consultation with the regional office
- 1.10 The Principal will contact the Principal of a neighbouring school where there has been an enrolment enquiry from that school.
 - 1.11 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.



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1.12 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.

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

1.14 Enrolment data is stored on the administration system CASES21

2. EARLY ENROLMENT

2.1 It is the policy of the Department of Education that children entering school must be 5 years old by 30 April of the year they enter school.

2.2 Under exceptional circumstances parents/guardians may request that their child be considered for early entry to school. The criterion for early entry to school is that failure to admit to school will result in long term educational disadvantage to the student. School readiness is not a criterion for early school entry.

2.3 Where parents/guardians of students turning 5 years of age after 30 April and before 30 June of the year they wish to enter school, wish to request early admission to school, they should contact the principal of their neighbourhood school in the first instance.

2.4 The following procedures apply:

- Principals should inform parents/guardians of the general policy of the Department of Education and advise parents/guardians of the possible disadvantages of children commencing school at a very young age.
- If a parent/guardian, after being so advised, continues to seek under-age admission, then the principal should inform the parent/guardian to make written application to the Regional Director. This should include documentary evidence of the date of birth and a statement of reasons for which early entry is being sought.
- A principal cannot enrol an underage student without a copy of the letter of approval for under age entry from the Regional Director to the parents/guardians.
- Requests for early entry will not be processed if received later than two weeks into the school year for which admission is being sought.
- When the written application is lodged, a referral will be made to a psychologist from the Regional Assessment Service to undertake an assessment of the child, which may include: cognitive, educational and other assessments, observation of the child at home and at pre-school, consultation with pre-school staff and other relevant professionals, and consultation with the parents/guardians. The psychologist will provide a report to the Regional Director, which will include any exceptional circumstances for the child.
- The Regional Director will consider the information provided and make a decision to grant or refuse early school entry at the school for which enrolment was sought.
- A letter signed by the Regional Director will be forwarded to the parents/guardians informing them of the decision. A copy will be forwarded to the Principal of the school for which enrolment was being sought.

3. EVALUATION & REVIEW

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

Ratified by School Council:	
Signature School Council President	
Next Review Date:	- -