



# ENROLMENT POLICY

*This policy was last ratified by School Council on* August 2016

## **RATIONALE**

This enrolment policy aims to provide an efficient process of enrolment that satisfies the needs of both students and the school.

## **GENERAL PRINCIPLES**

- ◆ 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.
- ◆ The enrolment policy for our school and supporting processes ought to be transparent and communicated effectively.

## **IMPLEMENTATION**

1. An entitlement list will be established giving priority to:
    - ◆ Those families who reside in the 'neighbourhood' as defined in the Government school's 'Catchment Maps'
    - ◆ Those families with sibling claims currently enrolled
    - ◆ Those families who have a parent employed by the school
    - ◆ Those families who may require a particular core educational program that our school offers that their neighbourhood school doesn't at the Principals discretion
  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 30<sup>th</sup> April of that year) and an immunisation certificate.
  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.
  4. Other parents seeking early age entry for their children must make a written application to the Regional Director.
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5. Students with Disabilities and Impairments will be enrolled along with all other eligible children.
6. All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
7. Contact will be made with 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.
8. Students will be allocated to classes according to a combination of class size and student need.
9. As a multi campus school the principal has the authority to make decisions about an enrolment, using the catchment maps and the needs of the campus and students as a guide in making a final decision if an enrolment is accepted or which campus a student may attend
10. A database (excel spreadsheet) will be kept to store the following information about all enrolments
  - ◆ Students name
  - ◆ Date of enrolment
  - ◆ Grade level
  - ◆ Priority reason (drop down list to choose from)
  - ◆ Correspondence sent to parents
  - ◆ Welcome letter
  - ◆ Tour invite (RC only)
  - ◆ Comments

\*The database will be stored on the shared **O Drive**

## **RESPONSIBILITIES**

- ◆ An office staff member will be designated as the Enrolment Officer.
- ◆ The principal to work with the Enrolment Officer to ensure this policy is implemented as intended.
- ◆ The principal will ensure this policy is communicated to parents through local pre-schools and the school's website.

## **EVALUATION**

This policy will be reviewed in March annually.

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