

RATIONALE

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.

AIMS

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.
- To provide eligible children the right to be placed in their Designated Neighbourhood School (DNS). The designated neighbourhood school is the school that is nearest the student's permanent residence. See attached DNS area.

IMPLEMENTATION

- 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.
- 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)
 - 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 Student Program (03) 9637 2990.
- 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.

APPROVED

Ratified by school council 31st May 2017

EVALUATION

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

*** As at 29th May 2019 this policy is in the process of review. Please see DET website for all policy details.**