



Help for non-English speakers - If you need help to understand the information in this policy, please contact Administration at Ph. 8766 4000

PURPOSE

The purpose of this policy is to set out the requirements for entry into Barton Primary School (a Victorian Government School).

SCOPE

This policy applies to all students enrolled at Barton Primary School.

POLICY

This policy should be read in conjunction with the Department of Education's [Enrolment Policy](#). Additionally, Barton Primary School is situated in a growth corridor of South-East Melbourne. Therefore, an Enrolment Management Plan (EMP) for the 2023 School Year is implemented and mandated by the Department of Education.

- Schooling is compulsory for students who have turned 6 until they turn 17. This applies to students at all schools including mainstream schools.
- Every Victorian student has a legislated right to enrol at their designated neighbourhood school
- Students enrolling at Barton Primary School must provide the following supporting documentation
 - Birth certificate
 - Immunisation history
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 - Proof of address (rates notice OR rental agreement OR contract of sale)
 - If one of the above documents cannot be provided, parents must provide 100-points worth of proof of address. This document will be provided by our enrolment manager
 - VISA (if applicable)
- Parents seeking early age entry for their child must follow the DET [exemption process](#)
- Enrolments of overseas student (VISA dependant) must be processed through the [International Student Program](#)
- The Principal may contact Principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note and to discuss academic or behaviour matters. The Principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interest of the student.
- School Tours are pre-scheduled and take place in Terms 2, 3 & 4. It is not compulsory for parents to attend a tour
- Administration require 48 hours to process your child's enrolment before they can begin at school
- Students will be allocated to classes according to a combination of class size and student need

SCHOOL ZONE/ ENROLMENT MANAGEMENT PLAN

In 2023 DET implemented an Enrolment Management Plan at Barton Primary School due to the school experiencing enrolment pressure. This plan requires the school to manage enrolments inline with DET [placement policy](#) and enrol students in accordance to the priority order of placement.

- Our school zone is available on findmyschool.vic.gov.au
- Barton Primary School cannot accept out-of-zone enrolments

MORE INFORMATION AND RESOURCES

- Victorian School Building Authority: 1800 896 950 vsba@education.vic.gov.au

Policy review and approval

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| Policy last reviewed | 13/07/2023 |
| Approved by | Principal |
| Next scheduled review date | 13/07/2026 |

