

ENROLMENT POLICY

PURPOSE:

To provide clear and explicit guidelines for enrolment in a multi campus P-9 school in accordance with Department of Education and Early Childhood Development (DEECD) guidelines.

GOALS:

- To guarantee the right of each child to a place in the designated neighbourhood school
- To provide an efficient process of enrolment that satisfies the needs of students, parents and the school
- To ensure all children enrolling at our school have a smooth transition that enables them to become part of our multi campus with a minimum of disruption and maximum support.

GUIDELINES:

- All children who are eligible to attend a Victorian Government school are welcome to attend our College.
- Where the Department of Education and Early Childhood Development grants an enrolment ceiling and subsequent geographical zone the College will abide by the conditions of the details provided.
- Whilst our school is a multi-campus College, the designated neighbourhood area will encompass both campuses.
- In some circumstances students residing outside the designated neighbourhood area for our College may be enrolled where there are significant family or individual circumstances and where there is space available.
- Students enrolling at our College 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.
- 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.

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- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9651 3700.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in itself insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the DEECD 'Confidential Student Information Enrolment Form', with details entered immediately on the computerized data system – CASES 21.
- Students wishing to enrol at our College from a neighbouring school will be able to do so on the following condition:-
 - If there has been a change of address that places the student closer to our school than the previous school
 - If the student seeking enrolment is from a non-government school
 - It is the commencement of the school year (Term 1) or the commencement of term 3. Outside of this it will be at the Principal's discretion.
- Parents/Guardians will be provided with the opportunity to enrol their child at the same campus as that being concurrently attended by a sibling unless regulations associated with an enrolment ceiling are in place.
- Parents will have the opportunity to enrol siblings at each campus based on personal choice and in accordance with aforementioned guidelines.
- The 'intra-school transfer' of students between campuses will comply with DEECD required paper work in relation to enrolment.
- A member of the Principal Class (or nominee) may 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 will report to the College Council regarding enrolment trends.
- Students will be allocated to classes according to a combination of class size and student need.

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| EVALUATION: |
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- This policy will be reviewed after 12 months in operation

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