

Dimboola Primary School

ENROLMENT

POLICY

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.

Implementation:

- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- Student enrolments may be completed using the school's enrolment forms provided through the office or by email.
- 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.
- 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 Studies Unit (03) 9637 2202.
- 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.
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- An enrolment register will be maintained. The enrolment register will be kept up to date by a dedicated member of the school office staff. Changes to the register will be done regularly to reflect current student numbers and movement of students into and out of the school. Student destinations will be tracked.
- We will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note, birth certificate or an immunisation certificate, and to discuss any academic or behavioural matters. 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.
- The principal may consult with the School Council president regarding enrolments.
- Students will be allocated to classes according to a combination of class size and student need.

Evaluation:

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

This policy was last ratified by School Council in....

2017