



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:

The first point of contact is the General Office. If parents have phoned for an appointment the office staff will ensure that it is a time when a co-coordinator is available. If the student/parents arrive at the office without an appointment they will be seen by the Principal, Assistant Principal or a level coordinator, if they are available.

- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- Students enrolling at our school as part of a Year 7 intake will be required to provide proof of age.
- A child who has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- 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 themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the Dept of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES 21.
- Our Assistant Principal may contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer 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.
- 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 annual review cycle.