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Principal: Mr Ian Denson  
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## 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:**

- 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 30<sup>th</sup> April of that year) and an immunisation certificate.
- All enrolments will require the completion of the Dept of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- 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.
- 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.
- The principal may contact principals of previous schools of 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 for one school day in order that enquiries of the previous school are carried out in the interests of the student.

### **Evaluation:**

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

Approved by School Council – October 2019

To be reviewed – 2020

Signed: \_\_\_\_\_

Date: \_\_\_\_\_