



# STUDENT ENROLMENT POLICY



## PURPOSE

To facilitate a smooth transition for enrolling students that enables them to become part of our school with a minimum disruption and maximum support.

## OBJECTIVES

To provide an efficient process of enrolment that satisfies the needs of both students and the school, in keeping with the Department's Enrolment, Placement and Admissions policies.

## GUIDELINES FOR IMPLEMENTATION

- Under the Education and Training Reform Act 2006, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted.
- Children of school age have the right to be admitted to their designated neighbourhood government school, at the beginning of the school year (or when relevant) unless an approved alternative placement has been arranged.
- For all students, the school must:
  - Collect relevant admission information
  - Provide a privacy notice to the enrolling parent, explaining the use to be made of enrolment information
  - Collect and record an Immunisation History Statement- primary students
- For admission, all applicants must be:
  - an Australian citizen or a student with relevant specified visas or Immicard. Information regarding the enrolment of overseas students can be obtained from the International Student Program
  - deemed eligible and approved for enrolment by the principal or relevant regional director
- Students enrolling as part of the Foundation year intake, also will be required to provide proof of age, indicating that they have turned 5 years of age by the 30th April of that year
- 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.
- Parents / Carers seeking early age entry for their children must make a written application to the Principal, who will then make a written recommendation for consideration by the Regional Director.
- Inclusive practices support the enrolment of all eligible students. 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 Department of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- Submission of Foundation year enrolments will be accepted in the year prior to the commencement of school.
- A letter of enrolment confirmation will be forwarded to the parents / guardians of Foundation year students.

- All students will be given a unique student identification number known as the 'Victorian Student Number'.
- The Principal, or nominated principal representative, will contact the previous school's principal of students seeking transfers, to:
  - discuss the circumstances of the transfer,
  - seek a transfer note or an immunisation certificate (if enrolling),
  - discuss any academic or behavioural matters
- Principals are responsible for assessing eligibility and approving the admission of:
  - Individuals who are of compulsory school age
  - Individuals who fall within an exemption under the Regulations
- 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.
- School tours can be arranged, with further information available on the school's website:
 

<http://heanyparkps.vic.edu.au/>

Related Documents:

- School Policy and Advisory Guide – Admission
- Education and Training Reform Act 2006
- Inclusion and Diversity Policy

**EVALUATION**

Evaluation of this policy will be carried out by the Principal Team as part of the Education and Policy Committee's cyclic review process, in four years' time, or beforehand if a significant issues arises.

Prepared by: Janet Evison, Adriana Dickinson

Approval Date: 13<sup>th</sup> June 2019

Review Date: June 2023

Signed:

Janet Evison  
*Principal*

Jacque Nicholson  
*School Council President*