



Enrolment Policy 2018

Purpose:

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.

To provide an efficient process of enrolment that satisfies the needs of both students and the school.

Scope:

This policy applies to all student enrolments at Grovedale Primary School.

Policy:

- 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 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 History Statement.
- By law, all parents must provide an Immunisation History Statement to enrol their child in primary school.
- 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 – see Early Enrolment policy.
- 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.
- Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that it is the commencement of the school year or the commencement of term 3, or if the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.
- Contact will be made to 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 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.

Further Information and Resources:

- <http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>
- <http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>
- <https://www.education.gov.au/student-data>

This policy was ratified by School Council in **March 2018** and is scheduled for review in **March 2021**.