



Karingal Heights 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:

As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements. The school will be a school without a zone but with a neighbourhood and it will take all students who make inquiries from its neighbourhood.

The enrolment policy of the school will take account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation. It will be an inclusive school and it will provide programs for all enrolees.

All students and a family member or a caregiver will be interviewed by Principal or Assistant Principal prior to enrolment. The Principal or Assistant Principal will contact Principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to confirm eligibility and to discuss any academic or behavioural matters. The Principal has the authority to defer admission for one day in order that enquiries of the previous school are carried out in the interests of the student.

Before commencement, 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. Parents seeking early age entry for their children must make a written application to the Regional Director.

All enrolments will require the completion of the DEECD 'Confidential Student Information Enrolment Form', with details entered immediately on CASES 21. To enrol your child in a Victorian government school you will need to fill out an enrolment form at that school and provide the school with important information about your child, including:

- evidence of your child's date of birth, such a birth certificate (if they were not born in Australia, a passport or travel document such as a visa)
- your contact, phone and address details, and that of any other parent, guardian and/or carer

This policy was last ratified by School Council on November 27, 2014

- names and contact details of emergency contacts
- doctor's name and phone numbers
- Immunisation Status Certificate from the local municipal council or Australian Childhood Immunisation Register
- health and welfare information
- information about the language/s your child speaks and hears at home

If admission information is incomplete the Principal may defer admission of a student for up to 5 days as long as the information has been requested and that the parent or guardian has been advised that they are legally responsible for ensuring a child of school age attends school.

The Principal may conditionally enroll the student if the information is not provided and/or further delay in enrolling the student is likely to affect the student's education and wellbeing. The parents or guardians will need to be advised in writing that the enrolment is conditional upon providing the missing information and will only be formally complete when these conditions are met. The school will then contact the previous school on the commencement day requesting a transfer.

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 completed when required to reflect current student numbers and movement of students into and out of the school. Student destinations will be tracked.

International students will be enrolled in a manner consistent with the guidelines for enrolment of international students of the Department of Education and Early Childhood Development.

Evaluation:

This policy will be reviewed as part of the school's review cycle, at least once every three years.

Related Legislation:

- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2007
- Family Law Act 1975