

Rationale

All students enrolling at the College should experience a smooth transition that enables them to become part of the College with minimal disruption and maximum support.

Aims

To provide a clear, equitable, efficient and inclusive process that enables a smooth transition for all students enrolling at the College.

Implementation

The Enrolment Registrar is responsible for the effective implementation of the enrolment processes at the College. This encompasses aspects such as enrolment applications and completion of administrative tasks associated with enrolments.

1. Conditions and Eligibility of Enrolment

- 1.1. Students enrolling at the College as part of a Prep intake are 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 as required by the Department of Education.
- 1.2. Where students with additional needs have been enrolled, resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- 1.3. All delayed admissions to be authorised by the Regional Director.
- 1.4. We are committed to the cultural safety of Aboriginal children if applicable, to the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- 1.5. All enrolments require the completion of the Department of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- 1.6. All students are given a unique student identification number known as the 'Victorian Student Number'.
- 1.7. Students wishing to enrol at the College from a neighbouring school are required to attend an enrolment interview with the Enrolment Registrar. Enrolments can be accepted on the following conditions;
 - a) upon commencement of the school year
 - b) the principal of the previous school is in agreement with the transfer
 - c) there has been a change of address that places the College as the closest state school to the student.
- 1.8. The principal has the authority to defer admissions to facilitate enquiries with the previous school in the interests of the student.
- 1.9. Students will be allocated to classes according to a combination of class size and student need.
- 1.10. All student enrolments are at the discretion of the principal.

2. Overseas and Interstate Enrolment

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, full time enrolment at the interstate school and an Immunisation History Statement must be provided.

- 2.1. Students will be allocated to classes according to a combination of class size and student need.
- 2.2. Information regarding the enrolment of overseas students can be obtained from the International Student Program (03) 9637 2990.

3. Early Enrolment

- 3.1. Under exceptional circumstances parents/guardians may request that their child be considered for early entry to school.
- 3.2. Where parents/guardians of students turning 5 years of age after 30 April and before 30 June of the year wish to request early admission to school, they should contact the principal of their neighbourhood school in the first instance and must make a written application to the Regional Director, Department of Education.

Related Policies / Documents

Class Formation Policy

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>

Evaluation

This policy was created in term 3 of 2016

This policy will be reviewed as part of the College's annual review cycle