

ENROLMENT POLICY

RATIONALE:

All students who are eligible to attend a Victorian Government School and for whom Findon is the neighbourhood school are entitled to attend our school.

AIMS:

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

IMPLEMENTATION:

- The designated neighbourhood school is defined as the primary school which is nearest to the student's permanent residential address (defined as: straight line distance) unless otherwise determined by the Regional Director
- Families are encouraged to use the find my school website to assist them with identifying the nearest school <https://www.findmyschool.vic.gov.au/>
- After February Census Day, out of area enrolments will only be accepted if there are spaces available. Out of area enrolments at any time will be accepted at the Principal's discretion.
- The Department of Education and Training (DET) recommends the following class ratios:
Foundation to year six - an average of 26 provided that the average class size of 21 at Foundation to year 2 is maintained
- Exemptions to enrolment apply:
 - in circumstances where the Regional Director directs the Principal regarding the placement and acceptance of challenging students
 - where valid reasons are given why a student is not attending the neighbourhood school
 - where the school is unable to cater for the student's needs
- Students enrolling at our school as part of a Foundation intake will be required to provide a birth certificate (indicating that they have turned 5 years of age by the 30th April of that year, or proof of age), a Transition Learning and Development Statement (if they have attended any preschool program) and an immunisation certificate
- Students must enrol under the name listed on the proof of age documentation
- Currently a child who is less than the minimum age of entry for Victorian school 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
- Information regarding the enrolment of overseas students can be obtained from DET and the school Principal
- Students with disabilities or learning difficulties will be enrolled along with all other eligible students. Delayed admissions can only be authorised by the Regional Director
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21
- The Principal or nominee will seek parental permission to contact Principals of previous schools of students seeking transfers to discuss the circumstances of the transfer.
- The Administration Staff will seek a transfer note or an immunisation certificate (if enrolling), and seek the students academic file. Student Support Services Officer (SSSO) files will be accessed according to DET requirements.
- Students will be allocated to classes according to the school policy on class placement
- Foundation parents/caregivers seeking enrolment at Findon Primary School will be invited to attend a school tour and students seeking to transfer into the school will be asked to attend a meeting with Principal to have an interview, with parents/caregivers prior to enrolment.

EVALUATION:

This policy shall be reviewed as part of the ongoing policy and process review.

REFERENCES:

DET Enrolment Policy

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

Confidential Student Information Enrolment form, Transfer of Files request

Class Placement Policy

Findmyschool website

<https://www.findmyschool.vic.gov.au/>