



# DOREEN 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.
- As Doreen Primary School has an enrolment ceiling of 150 students, an anticipated over demand will mean a fair, equitable and DEECD approved process must take place.

## **Aims:**

- To provide an efficient process of enrolment that satisfies the needs of both students, their families and the school. This must occur whilst using DEECD guidelines and expectations of a school with an enrolment ceiling.

## **Implementation:**

- Children who are eligible to attend a Victorian Government school are welcome to attend our school, as long as their enrolment fits into the enrolment ceiling of 150 students.
- 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 30<sup>th</sup> April of that year) and an immunisation certificate.
- 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. Before enrolling a student with special needs, both the parents and the school will look at the school's resources, physical layout and likely groupings to ensure the enrolment provides the best possible outcomes for all concerned.
- 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.
- Our Principal will contact 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.

- All Foundation applications will be evaluated in May of the previous year, and given priority as per DEECD guidelines for schools with an enrolment ceiling. The school will determine which students have first call on positions first, and then confirm their continued wish to be enrolled. After that, proximity and time of application will be considered. An aim of 22 or 24 students will be the preferred enrolment
- Enrolments will be confirmed by the end of term two, with transition day dates set as soon as possible after that date..

**Evaluation:**

- This policy will be reviewed as part of the school's Four year review cycle, or when the principal or school council sees the need.

This policy was last ratified by School Council in...

JUNE 2018