**Rationale:**

Our enrolment process is carried out by our Business Manager, who ensures all documentation required is filled out as per Department requirements and are included in the enrolment pack and Hand Book. The Hand Book provides an overview of our school, its facilities and programs.

Schools must:

* Enroll eligible students, who are new to the Victorian government education system under the name contained in the documents supporting their admission; primarily their birth certificate
* Keep copies of the sighted documents, including immunisation status certificate
* Verify changes to student enrolment names
* Maintain students details and movements in enrolment history
* Keep all information confidential and managed in accordance with the Departments privacy policy and Victorian privacy laws

**Implementation:**

* 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 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.
* 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 is in itself insufficient grounds for delayed admission. Delayed admissions can only be authorized by the Regional Director.
* All enrolments will require the completion of the DE&T ‘Confidential Student Information Enrolment Form’ with details entered immediately on CASES.
* Students wishing to enroll 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.
* A school representative may 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, and to discuss any academic or behavioural matters. The principal has the authority to defer the admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.
* The principal will consult with the School Council president regarding enrolments.
* Students will be allocated to classes according to a combination of class size and student need.

**Evaluation:**

This policy will be reviewed as part of the school’s three-year review cycle.

**Ratified at School Council** Date: October 2021