

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

- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- Information regarding the enrolment of overseas students can be obtained from the International Student Program (03) 9637 2990.
- 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.
- All enrolments will require the completion of the Department of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- We will contact 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
- Students will be allocated to classes according to a combination of class size and student need.

REFERENCES

- <http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>
- International Student Program (03) 9637 2990

EVALUATION

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