

STUDENT ENROLMENT POLICY



PURPOSE

Eltham Primary School is a government school. All children who are Australian citizens or permanent residents, and who are under eighteen years, are entitled to be enrolled in a Victorian government school. They are guaranteed a place in their neighbourhood school and may choose any other school in which space is available.

All children enrolling at Eltham Primary School deserve a smooth transition that enables them to become part of our school with minimum of disruption and maximum support.

By law all children aged between six and 17 in Victoria must be enrolled at a registered school or registered for home schooling unless they have a reasonable excuse.

School participation is important as it maximises life opportunities for children and young people by providing them with education and support networks. It also helps children and young people to develop important skills, knowledge and values which set them up for further learning and participation in their community.

This policy provides clarity about the process of enrolment with a view to providing a fair and equitable opportunity to attend Eltham Primary School and to cater for the needs of both students and the school. The policy aligns with all relevant DET policies and Acts.

SCOPE

This policy refers to all children who are Australian citizens or permanent residents, and who are under eighteen years, who are entitled to be enrolled in a Victorian government school.

POLICY IMPLEMENTATION

Eltham Primary School will:

- provide an efficient process of enrolment and transfer that satisfies the needs of both students and the school;
- ensure students are thoughtfully placed according to social, educational and wellbeing needs;
- provide teachers and school administrators with adequate lead-in time to ensure smooth transition and preparation.
- 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 Assistant 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

General information

All enrolments will require the completion of the DET *Confidential Student Information Enrolment Form*, with details entered on Cases21 prior to commencement. To allow for smooth transition, paperwork will be processed prior to the student commencing classes and the teacher will be given at least one day's notice to assist with preparation.

Foundation level entry

Children may enter primary school at the beginning of the year that they turn 5 if their birthday falls before the 30th April. Students are not legally obliged to attend school until they turn 6 and many parents delay the entry of children so that they commence school in their 7th year. Eltham Primary School caters for students for 7 years, from Foundation to Year 6.

- All children must be aged 5 by April 30th in the year of entry. Proof of age is required. An original birth certificate or passport as proof of date of birth must be sighted and the school will retain a copy.
- A current *Immunisation certificate* is required as part of the enrolment documentation before children commence school. A pre-school booster is administered at approximately four and a half years of age. If children are not immunised a certificate must still be obtained which states *Immunisation Incomplete*.
- Students will be allocated to classes according to a combination of transition information, class size and student need.

Early 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 and full-time enrolment at the interstate school must be provided along with evidence of disability eligibility.

Other parents seeking early entry for their children must make written application to the Regional Director.

Overseas enrolment

- Students must not be enrolled in any other school. (proof may be required e.g. a Statutory declaration))
- The year level at which the student is enrolled is the decision of the school.
- Enrolment is dependent on the correct Visa subclass. Visa subclass numbers are checked that the visa is at least 12 months or covers the duration of the school year prior to any offer being made. The main visa number for direct entry is 457 (Business Long Stay).
- If families state permanent residency then this may need to be proven. A copy of passport/residency certificate is required.
- New Zealand entrants may enrol directly but will be identified on CASES 21.

- International students who do not have the correct visa may not enrol directly into school and are referred to the International Services Division for placement. They will be subject to full fees which need to be confirmed with International Services Division.
- If the child has no English an enquiry to the Collingwood English Language School may be necessary.
- Information regarding the enrolment of overseas students can be obtained from the International Education Division (03) 9637 2184.

Children with disabilities

- The school seeks to ensure that students with disability can access and participate in education on the same basis as other students as per the Disability Standards for Education.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children.
- Concerns relating to resources are insufficient grounds for a delayed admission. Delayed admissions can only be authorised by the Regional Director.

The school caters for students with an intellectual disability as determined by the Department of Education and Early Childhood Development's Program for Students with Disabilities.

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 authorised by the Regional Director.

Transfers

Principals of previous schools of a student seeking transfer may be contacted to:

- discuss the circumstances of the transfer
- seek a transfer note or an immunisation certificate
- discuss any academic or behavioural matters.

The Principal has the authority to defer admission for a reasonable period of time so that enquiries made to the previous school are carried out.

FURTHER INFORMATION AND RESOURCES

Related School Policies

- **Attendance Policy**

Related DET Resources

- [DET School Policy and Advisory Guide: Admissions](#)
- [DET School Policy and Advisory Guide: Enrolment](#)
- [Disability standards for education \(2005\)](#)

REVIEW CYCLE

THIS VERSION FIRST ISSUED	LAST UPDATED	STATUS	DUE FOR REVIEW
2015	2018	This policy will be reviewed as part of the school review cycle or as necessary due to changes in regulations or circumstances	2021