



GRAHAMVALE PRIMARY SCHOOL No. 3696

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.

Aims:

- To provide an efficient process of enrolment that satisfies the needs of both students and the school, especially in relation to our restricted playground area and accommodation restraints.

Implementation:

Enrolment Ceiling

- An enrolment ceiling with a peak of 400 students has been approved for Grahamvale Primary School. The following principles will be applied in priority order to all enrolment requests:
 1. To provide each student with a place in their designated neighbourhood/zoned school.
 2. To provide a place for students with a brother or sister who has the same permanent residential address and who is concurrently attending the school.
 3. To provide for students in order of closeness of their home to the school.
 4. In exceptional circumstances, students may be enrolled on compassionate grounds where there are significant family or individual circumstances.

Foundation Enrolments

- Foundation intake for the coming year will be determined by the number of students already enrolled at school to ensure our enrolment ceiling can be managed.
- At the end of first term, families will be asked to notify the School Office of any siblings to be enrolled for the following year.
- Enrolment tours will be hosted during Education Week for new families and information packs will be provided.
- Students enrolling at our school as part of a Foundation 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.
- The Principal or delegate will complete new enrolments.
- 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.

All Enrolments

- 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.
- All enrolments will require the completion of the DE&T '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.
- Students transferring from a Government school will have the enrolment details automatically transferred to their new school. Parents/Guardians will be asked to check, confirm/and or update all details relating to the student.
- Our Principal or 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.

- A Student Support Group will be established prior to enrolment for certain students who have special or additional needs.
- 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.

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

March 2019