CRAIGIEBURN 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.

Child Safe Standard:
Victorian Government Schools are child safe environments. Our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with the legal obligations including child safety standards. Refer to our Child Safety and Code of Conduct Policies.

Aims:
- To provide an efficient process of enrolment that satisfies the needs of both students, parents and the school.

Implementation:
- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- Students enrolling at our school will be required to provide proof of age (copy of birth certificate or passport) 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 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.
- Under Anti-discrimination laws no child of school age can be denied enrolment due to their nationality or religious beliefs.
- All enrolments will require the completion of the Department of Education ‘Confidential Student Information Enrolment Form’, with details entered immediately on CASES21.
- All students will be given a unique student identification number known as the ‘Victorian Student Number’.
- 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.
- A Principal Class member will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer and any academic or behavioural matters.
- Office staff will contact the school to seek a transfer note and immunisation certificate if not presented.
- 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 numbers, student needs and classroom dynamics.
EVALUATION:

This policy will be reviewed as a part of the school’s cyclic process or more often if necessary due to changes in legislation or regulations.

This policy was last ratified by School Council in **Oct 2016** and will be reviewed 2017.