



# Geelong East Primary School

## ENROLMENT POLICY

### RATIONALE

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

### AIM

- 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.
- 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 30<sup>th</sup> April of that year) and an immunisation history statement from the Australian Immunisation Register
- 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 – see Early Enrolment policy.
- 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 Dept of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- Where students are moving from one government school to another government school, student data will be transferred using cases 21. A copy of the Student Enrolment Information Form will be sent to parents for checking, updating and signing to ensure student data is current and accurate.
- 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 a term, 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.
- The 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.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website or through SeeSaw
- Referred to in staff induction processes and staff training
- Discussed at annual staff briefings/meetings
- Referred to in transition
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## EVALUATION

Policy last reviewed	May 2022
Consultation	Staff through briefing Administration meetings on processes School Council meeting
Approved by	Principal – Karen Chaston
Next scheduled review date	May 2026 or if there are significant changes made that require a revision