



TRUGANINA SOUTH 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

Aims:

- To provide an efficient process of enrolment that satisfies the needs of students, parents and the school whilst adhering to the Enrolment Ceiling and Neighbourhood Boundaries as instructed by the South Western Victoria Region

Implementation:

- To be eligible for enrolment a child must be at least five years of age by 30th of April the year in which admission is sought. Only Australian citizens or students with specified visas are eligible for admission
- Information regarding the enrolment of overseas students can be obtained from the International Education Division on (03) 9637 2990.
- All enrolments will require the completion of the DET 'Confidential Student Enrolment Information Form', with details entered immediately on CASES 21
- A 'School Enrolment Privacy Note' that explains the use of the information with the enrolment form will be provided
- A child who is less than the minimum age of entry for Victorian schools may be eligible for enrolment in exceptional circumstances
- The Principal (or nominee) can contact Principals (or nominees) of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek the electronic transfer of student enrolment information and/or a copy of any documentation pertinent to the child being enrolled (birth certificate, immunisation, visa details etc) and to discuss any academic or behavioral 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
- The Enrolment Officer will require evidence from the family enrolling a student proving that they are a resident in the neighborhood area. Suitable forms of evidence may be Municipal Rates Notice, Certificate of Occupancy on a new build in the area, Rental Agreement, etc.

- Enrolments will be accepted in the following priority order as approved by the South Western Victoria Regional Office:
 1. Students for whom the Truganina South Primary School is the designated neighborhood school (Please refer to our website for a map of the boundary)
 2. Students with a sibling at the same permanent address who are attending the school at the same time
 3. Students' who reside nearest the school
 4. All other students in order of closeness of their home to the school

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....	July 2018
This policy will be reviewed by School Council in.....	July 2021