



# Wonthaggi North Primary School Enrolment Policy

## Rationale

All students enrolling at Wonthaggi North Primary School should experience a smooth transition that enables them to become part of our school community with minimum disruption and maximum support.

- To provide an efficient process of enrolment that satisfies the needs of all members of the school community.
- To determine guidelines for the enrolment of students at all year levels and to provide a Policy which will be available to parents/guardians of prospective students.

## Implementation

- All children who are eligible to attend a Victorian Government school are welcome to attend Wonthaggi North Primary 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 April 30 of that year) 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 DET Regional Director – South East Victorian Region.
- Information regarding the enrolment of overseas students can be obtained from the International Student Program.
- 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 new enrolments into a Victorian government school will require the completion of the Department of Education and Training “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.’
- Our Principal and Assistant Principal may contact principals of previous schools of 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, in the interest of the student and school community, has the authority to defer admission in order to carry our enquiries with the previous school or seek guidance from Student Support Service Officers.

- In special circumstances, in consultation with parents and Student Support Service Officers, the Principal or Assistant Principal may develop an enrolment management plan to aid a student's integration into a new setting.
- Students will be allocated to classes according to a combination of class size and student need.
- Enrolment forms from CASES21 will be used and the following information included:
  - Date of Birth (evidence of date of birth can be official, such as birth certificate or where this is not able to be produced, unofficial such as a doctor's not attesting to a child's age)
  - Names and addresses of student and enrolling parent or guardian
  - Details of medical and other conditions that may require special consideration
  - Emergency telephone numbers, including a nominated doctor
  - The name of the previous school and the student's current year level, where students transfer from another school

## Monitoring and Review

- The school council and staff regularly monitor and review the effectiveness of the Enrolment Policy (at least once every four years). Review will occur earlier if legislative or other changes in the interim
- Enrolment policy updates and requirements will be made available to staff, families and visitors.

School Name / Department Wonthaggi North Primary School		Policy name Enrolment Policy		Policy Ref. Number	
Owner:	Approved by:	Date:	Version 1.0	Page 2 of 1	