Echuca South Primary

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.

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 30th April 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 Regional Director – see Early Enrolment policy.
- 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 Dept of Education ‘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 throughout the year 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.
- Our School leadership 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 in order that enquiries of the previous school are carried out in the interests of the student.
- Students enrolling throughout the year will be supported by the following protocols
  - The classroom teacher will establish a support group of other students to assist the child in their initial time at ESPS
  - The class teacher will contact the previous grade teacher to gain information concerning the student See attachment
  - The classroom teacher to contact the family during week 1 & week 3 to discuss the students transition & other issues
  - The school testing program will be administered to ascertain the level of student performance

International Studies Unit (03) 9651 3700
If necessary an ILP will be developed
- 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....
Reviewed in 2012 next Review 2015

September 2008