



Enrolment POLICY

Mount Pleasant Road Primary School

A. Rationale:

A.1. 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.

B. Aims:

B.1. To provide an efficient process of enrolment that satisfies the needs of both students and the school.

C. Implementation:

C.1. Students enrolling at our school as part of a Foundation 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.

C.2. 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.

C.3. Other parents seeking early age entry for their children must make a written application to the Regional Director.

C.4. Information regarding the enrolment of overseas students can be obtained from the International Students Unit.

C.5. All enrolments will require the completion of the Dept of Education 'Confidential Student Information Enrolment Form', with details entered on CASES21.

C.6 All eligible students who are new to the Victorian government education system are to be enrolled under the name contained in the documents supporting their admission (primarily their birth certificate). Any changes to student enrolment names must be verified.

C.7 Copies will be kept of all students sighted documents, including an Immunisation History Statement from the Australian Immunisation Register. All information will be kept confidential and managed in accordance with the Department's privacy policy and Victorian privacy laws.

C.8. 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.

C.9. 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 in order that enquiries of the previous school are carried out in the interests of the student.

C.10. Students will be allocated to classes according to a combination of class size and student need.

D. Evaluation:

D.1. This guideline will be reviewed as part of the school's three-year review cycle.

