

Policy Name:	Enrolment
Date Adopted:	8 th August 2016
Review Date:	8 th August 2019
Referred Documents:	Vic Govt Schools Reference Guide - http://www.eduweb.vic.gov.au/referenceguide/enviro/4_1.htm International Studies Unit (03) 9651 3700

RATIONALE:

All children enrolling at Wedge Park Primary School deserve a smooth transition that enables them to become part of Wedge Park Primary School 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 Wedge Park Primary School.

Wedge Park Primary School has an approved enrolment ceiling and students are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Where the Regional Director has restricted the enrolment, students who reside nearest the school.
4. In exceptional circumstances, compassionate grounds.

Students enrolling at Wedge Park Primary 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.

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.

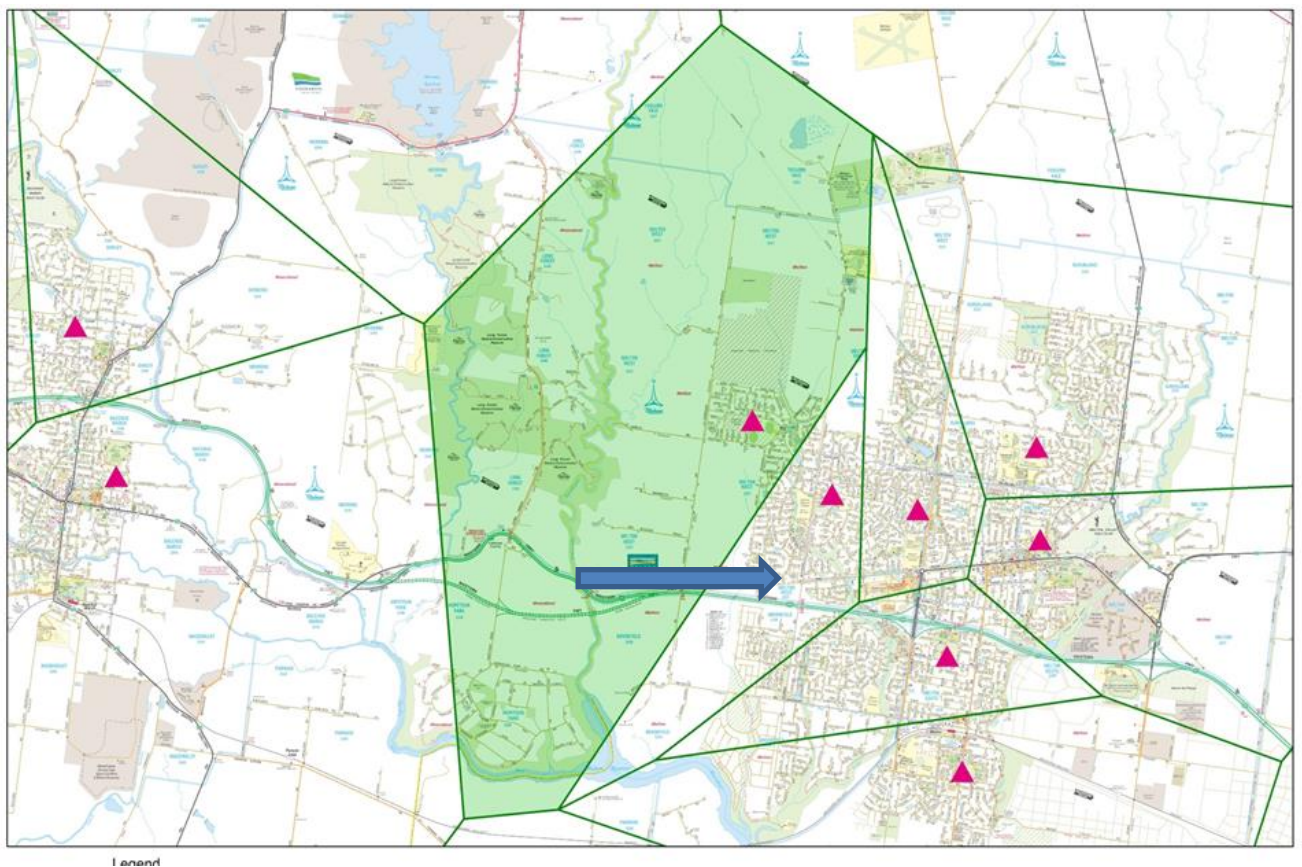
All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.

Students wishing to enrol at Wedge Park Primary 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.
- If the principal of the previous school is in agreement with the transfer.
- If there has been a change of address that places the student closer to Wedge Park Primary School than the previous school.
- If the student seeking enrolment is from a non-government school.

Our Leadership Team 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.



EVALUATION:

This policy will be reviewed with whole staff, student, parent and community input as part of Wedge Park Primary School's three-year review cycle.