



## Enrolment Policy

### **Rationale:**

- Students 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.
- To ensure students have access to neighborhood schools and the freedom to choose other schools subject to facility limitations. The regional director has the authority to effect placement of students.
- To ensure 'Every Warrnambool Student Thrives'.

### **Aims:**

- To provide an efficient process of enrolment that satisfies the needs of both students, families and the school.
- To ensure staff are prepared for each new enrolment and our systems of CASES and Compass have been updated in preparation for a smooth transition.
- To ensure classes are operate in line with the VRQA/DET Agreement in terms of numbers

### **Implementation:**

#### Placement guidelines:

The designated neighborhood school is the school that is nearest the student's permanent residence, unless the regional director:

- needs to restrict new enrolments at a school
- has designated the neighborhood boundaries for the school.

The measure of the nearest school (not withstanding if a neighborhood zone has been put in place) is the shortest practicable route to the residence of the student.

#### Priority order of placement:

Where there are insufficient places at Warrnambool East PS for all students who seek entry, students are enrolled in the following priority order:

1. Students for whom the school is the designated neighborhood 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. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school.
6. In exceptional circumstances, compassionate grounds.

Appeals are considered based on the following department placement principles:

- provide each child with a place in the designated neighborhood school
- provide parents/guardians with an opportunity to enrol their child at the same school as an older sibling who resides at the same address
- allow parents/guardians to send their child to any alternative school where space is available
- contain enrolments in each school within the limits of available resources as determined by the regional director.

#### Operational:

- All children who are eligible to attend a Victorian Government school are welcome to attend our school. Schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. To start primary school your child will need to turn five years old by 30 April in the year that they start school.
- Students enrolling will be required to provide a birth certificate and an immunisation certificate.
- Evidence of age and full-time enrolment at the interstate school must be provided.
- Information regarding the enrolment of overseas students can be obtained from the International Student Program (03) 9637 2990.
- 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 to verify the enrolment information manually via the Department of Education and Training 'Confidential Student Information Enrolment Form', or by signing and authorising the information which has been electronically transferred from the previous government school.
- All students will be given a unique student identification number known as the 'Victorian Student Number'.
- Students wishing to enrol at our school from a neighbouring school will be able to do so if the principal of the previous school has discussed 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 Assistant 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 for one school day in order that enquiries of the previous school are carried out in the interests of the student.
- At WEPS we ask newly enrolled students to have an hour – 2 hour visit to their class on the first day and then begin the following day. Students will be informed of an appropriate start date by the Assistant Principal.
- Students will be allocated to classes according to a combination of class size and student need.

#### **Reference:**

- This policy has been developed in conjunction with the DET's School Policy and Reference Guide <http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>.
- Designated neighbourhood schools can be identified online at [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)

#### **Evaluation:**

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

Updated:	Last ratified by School Council: Aug 2020	Review Date: Aug 2023
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