

## ENROLMENT POLICY

### **Rationale:**

All children enrolling at Eildon Primary School experience a smooth transition that enables them to become part of our school with a minimum of disruptions and maximum support.

### **Aim**

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

### **Implementation**

Parents and carers must fill out an expression of enrolment form and provide proof of birthdate and immunisation status to begin the enrolment process. (Parents or carers must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised. Note: Homeopathic immunisation is not a recognised form of immunisation, and therefore cannot be listed on an immunisation status certificate. It is not sufficient to sight a stamped immunisation booklet.)

### **Before admitting a student, parents/guardians must provide Eildon Primary School with:**

- a completed confidential Student Enrolment form
- a copy of the child's birth certificate (original must be sighted with a copy retained by the school)
- The Principal may contact principals of previous schools of students seeking transfers to discuss the circumstances of the transfer and to discuss any academic or behavioural matters
- The Principal has the authority to defer admission until such conversations have occurred

### **Please note:**

- The school will enrol the student under the name contained in the documents supporting their admission (primarily the child's birth certificate). The school can only change the name under which a student is enrolled if new legal documentation is provided, such as an officially amended birth certificate, proof of adoption or a court order authorising another name.

### **Criteria for enrolment:**

For admission, all applicants must be:

- Five years of age by **30th April** of the enrolling year (Foundation students).
- An Australian citizen, or a student with relevant specified visas.
- Early age entry must be:
  - Requested in writing to the Minister of Education by parent/guardians
- Approved in writing by the Minister of Education
- Approved by the principal, where students are transferring from an interstate school to a Victorian government school, and on receipt of evidence (to their satisfaction) of previous enrolment and full time school attendance.

Note: The Minister will only grant early entry in exceptional circumstances when there are strong grounds and evidence for believing long-term educational disadvantage would otherwise occur.

### **School administration staff will ensure:**

- students are allocated to classes according to a combination of class size and student need.

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- copies of sighted documents are retained
- annual Student Enrolment information forms are sent home to families
- changes to student details are verified and retained
- all information is kept confidential
- they refer to student immunisation status certificates during disease outbreaks. Parents and carers of students not immunised will be instructed to keep their children at home for the recommended period, as outlined on the website of the Department of Health.

## **CERTIFICATION**

School Council approval is not required for this policy.

## **REVIEW CYCLE AND EVALUATION**

Consulation Date: 4<sup>th</sup> August, 2022

This policy was last updated on 4<sup>th</sup> August, 2022 and is scheduled for review in four years.