

# Policy Document

## Enrolment\_v1.1

### Rationale

All children enrolling at Stonnington Primary School deserve a smooth transition that enables them to become part of the school with a minimum of disruption and maximum support.

### Objectives

- To provide an efficient process of enrolment and transition that satisfies the needs of both students and the school.
- To provide minimum disruption to both current students and enrolling student.

### Implementation

- All children who are eligible to attend a Victorian Government school are eligible to attend the school.
- Stonnington PS supports enrolment of children in their local government neighbourhood school.
- Stonnington PS representatives visit and cultivate relationships with local kindergartens and long day care centres to promote enrolments at Stonnington PS.
- Students enrolling at the 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 30<sup>th</sup> 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 Department of Education and Early Childhood Development (DEECD) website for further information regarding Early Age Entry.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202 or the DEECD website.
- Students with Disabilities and Impairments will be enrolled alongside other eligible children. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the DEECD 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.
- Office staff will contact the previous schools to seek a transfer note or an immunisation certificate (if enrolling). If required a senior staff member will discuss any academic or behavioural matters.
- Students will be assessed on their first day by the appropriate Head of School prior to class allocation.
- Assistant Principal and Head of School will determine Learning Space (LS) placement. Consideration will be given to gender, LS size, individual and academic requirements



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## Evaluation

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

## Ratification

Ratified by School Council: date ratified by school council

School Council President: Glen Noble      Principal: Anne McPhee

## References:

Vic Govt Schools Ref Guide - <http://www.eduweb.vic.gov.au/edulibrary/public/schadmin/environment/4-1.pdf>

International Studies Unit (03) 9651 3700 -

<http://www.education.vic.gov.au/school/principals/spag/curriculum/pages/program.aspx>

Early Age Entry -

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx#1>