

# Enrolment POLICY

## BETHAL PS

### RATIONALE

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

### AIM

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

### IMPLEMENTATION

1. Enrolment is not an automatic process. As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements. The school will adhere to the DET policy.
2. Bethal Primary School is required to enrol all students for which it is the closest school.
3. Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order;
  - a) Students for whom the school is the designated neighbourhood government school. An enrolment confirmation letter will be sent once all documentation has been received.
  - b) Students with a sibling at the same permanent address who are attending the school at the same time. An enrolment confirmation letter will be sent once all documentation has been received.
  - c) Students seeking enrolment on specific curriculum grounds, where it is not provided by the student's nearest government school. A letter of no more than one page should be addressed to the principal outlining the specific curriculum grounds that are being applied. Notification of this application will be sent after consideration of point a and b. This will be no later than the first week of September.
  - d) All other students in order of closeness of their permanent residence to the school. Notification will be sent after consideration of point a, b and c. This will be no later than the first week of September.
  - e) In exceptional circumstances, compassionate grounds. A letter of no more than one page should be addressed to the principal outlining the specific compassionate grounds that are being applied. Notification of this application will be sent after consideration of point a, b, c and d. This will be no later than the first week of September.
4. 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.
5. 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.
6. Other parents seeking early age entry for their children must make a written application to the Regional Director.
7. International students must enrol through The International Division of DET and be approved before attending this school.
8. 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.
9. All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.
10. The principal may contact the previous school of a student transferring to clarify details related to the transfer only after the enrolment forms have been received. A transfer note will be organised by the previous school principal.
11. All new families will be provided with an 'Information Pack' and all new students will receive appropriate support to ensure a smooth transition to our school.
12. When students are enrolled at our school, they will be allocated to a class based on class size and student needs.
13. All the relevant enrolment information will be available on the school's website.

### SCHOOL ADMINISTRATION STAFF WILL ENSURE

- students are allocated to classes according to a combination of class size and student need
- copies of sighted documents are retained
- 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 by DHHS.

### REVIEW CYCLE AND EVALUATION

This policy was endorsed by the principal of Bethal PS on 17<sup>th</sup> May 2022 and is due to be reviewed in May 2025.