

Enrolment Policy

Rationale:

- All children enrolling at our college deserve a smooth transition that enables them to become part of our college with a minimum of disruption and maximum support.

Aims:

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

Implementation:

- In accordance with the Point Cook Precinct Enrolment Strategy and the enrolment ceilings that may be placed upon Carranballac F-9 College by South Western Region all children who are eligible to attend a Victorian Government school and reside within the local enrolment area of the college are welcome to attend.
- 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. Copies of documents will be kept on the students confidential file.
- All students enrolling in the college will be required to provide proof of residency to ensure such enrolment is in accordance with the Point Cook Precinct Enrolment Strategy.
- 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 Education Division (03) 9637 2990 or international@edumail.vic.gov.au.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concern relating to resourcing levels is in itself insufficient grounds for delayed admission. 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 21.
- All students will be given a unique student identification number known as the 'Victorian Student Number'.
- Students wishing to enrol at our college from another school within the bounds of the Point Cook Precinct from a neighbouring school will be able to do so on the condition that it is at the commencement of the school year, commencement of Semester 2 or if the student is seeking enrolment is from a non-government school.
- Our 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.
- Students will be allocated to classes according to a combination of class size and student need.

Evaluation:

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

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| School Council last ratified this policy in July 2014 | Review: July 2017 | Policy No: 5 | Date Produced: July 2014 |
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Reference: International Students Unit (03) 9637 2990

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