

# **Enrolment POLICY**

## **PASCOE VALE PRIMARY SCHOOL**

### **Rationale:**

Pascoe Vale Primary School has a responsibility to enrol all children for whom our school is the nearest school to their permanent residential address.

The placement of an enrolment ceiling at Pascoe Vale Primary School will enable us to maximise the use of available facilities.

### **Aims:**

1. To manage the school enrolment processes to ensure the upper limit of 625 students is not exceeded
2. To provide sufficient teaching and play spaces for all children.
3. To apply the agreed policy guidelines for all enrolment applications.

### **Guidelines:**

1. The enrolment limit at Pascoe Vale Primary School will be 625.
2. To prevent growth beyond that enrolment number students who seek entry in these years, the following priority is used for determining which students should be enrolled.
  - 2.1.1 Students for whom Pascoe Vale Primary School is the nearest school (by straight line from the administration area of the school) to their permanent residential address. (See map)
  - 2.1.2 Students with brother/s or sister/s attending Pascoe Vale Primary School.
  - 2.1.3 Students in order of closeness (by straight line from the administration area of the school) of their home to Pascoe Vale Primary School.
3. The principal will be responsible for the implementation of this policy.
4. An 'Application for Enrolment Waiting List' will be established, based on the above three categories.
5. Families with prospective enrolment/s are to be given a copy of this policy as part of their normal enrolment process.
6. On making application for an enrolment, families will need to firstly fulfil the above enrolment priorities.
7. Enrolment applications will be accepted in the year preceding the actual enrolment.
8. Letters confirming each child's actual enrolment status will be sent by the end of term 3 each year.

### **Implementation:**

1. 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. These are legal requirements.
2. A child, who is less than the minimum age of entry for Victorian schools, but has transferred from an overseas or inter-state school, is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school is required at the time of enrolment. The Regional Director must approve this type of enrolment request.
3. Other parents seeking early age entry for their children must make a written application to the Regional Director.
4. Information regarding the enrolment of overseas students is available from the International Studies Unit (03) 9637 2202.
5. Students with Disabilities and Impairments can enrol regardless of any current or future funding they may receive.

6. All enrolments will require the completion of the DE&T ‘Confidential Student Information Enrolment Form’.
7. Students, who enrol at our school from a neighbouring school, will be able to do so on the condition that it is the commencement of the school year, or if the Principal of the previous school is in agreement with the transfer. Similarly, if there has been a change of address that places the student closer to our school than the previous school.

If deemed necessary, contact with previous schools of students seeking transfers will occur to discuss the circumstances of the transfer, and to discuss any academic or behavioural matters. The Principal has the authority to defer admission for one school day in order that enquiries from the previous school occur in the interest of the student.

Office personnel will arrange for transfer notes and immunisation certificates of students transferring within Victoria, and where possible for interstate and overseas transfers.

This policy should be read in conjunction with the Schools Reference Guide – Section 4.1 **Student Attendance**

**Evaluation:**

This policy will be reviewed as part of the school’s three-year review cycle, next review 2021

This policy was last ratified by School Council on the February 22<sup>nd</sup> 2018

