

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:

The enrolment limit at Pascoe Vale Primary School will be 625. Students residing in the Pascoe Vale Primary School zone are guaranteed a place at our school, which is determined on the basis of permanent residential address. School zone information is found at <https://www.findmyschool.vic.gov.au/>. The Department provides guidance through the School Placement Policy to ensure that students have access to their designated neighbourhood school and the freedom to choose other schools, subject to facility limitations. Pascoe Vale Primary School follows the Priority Order of Placement clause in this policy. *'Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order:*

1. *Students for whom the school is the designated neighbourhood school.*
2. *Students with a sibling at the same permanent address who are attending the school at the same time.*
3. *Where the regional director has restricted the enrolment, students who reside nearest to the school.*
4. *Students seeking enrolment on specific curriculum grounds.*
5. *All other students in order of closeness of their home to school.*
6. *In exceptional circumstances, on compassionate grounds.'*

You can find more information and answers to frequently asked questions on the Department's website at:

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

Implementation:

The principal will be responsible for the implementation of this policy.

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 Department's 'Confidential Student Information Enrolment Form'.

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 Pascoe Vale Primary School's *Student Attendance Policy*:

<http://www.pvps.vic.edu.au/wp-content/uploads/2019/05/Attendance-policy.pdf>

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle, next review 2022.

This policy was last updated on the 21st November, 2019.

