



# ENROLMENT POLICY

## Basic Beliefs

At Berwick Lodge Primary School, we believe that all children enrolling at our school deserve a smooth transition that enables them to become part of our school with minimum of disruption and maximum support .

## Goals

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

## Guidelines

- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- Students enrolling at our school as part of a prep intake will be required to provide a birth certificate as proof of age (indicating that they have turned 5 years of age by the 30th April in the year of enrolment) and an immunisation certificate.
- All students must be enrolled under the name contained in the document supporting their admission; primarily their birth certificate.
- Schools can change the name under which a student is enrolled if new legal documentation with an amended name is provided such as an officially amended birth certificate, proof of adoption or a court order authorising another name.
- 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. For enrolment to proceed early age entry must be approved in writing by the Regional Director.
- Information regarding the enrolment of overseas students can be obtained from the International Education Division by phoning (03) 9637 2990 or at [www.study.vic.gov.au](http://www.study.vic.gov.au)
- 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.
- All enrolments will require the completion of the DEECD 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.

- The signatures of both parents are required on enrolment forms. In the case of parents who are separated both signatures are required unless a copy of the court order with any impact on the relationship between the family and the school is provided.
- In the case of incomplete admission information the Principal may defer enrolment for up to 5 days and/or grant conditional enrolment. The parent or guardian is legally responsible for ensuring that enrolment information is complete.
- Our relevant school staff will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note, copy of birth certificate or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters.
- A commencement date will be agreed between the school and the parent/guardian, with the school generally requesting that families allow a minimum of 48 hours following receipt of enrolment forms to arrange placement and prepare for the arrival of the students.
- Students will be allocated to classes according to a combination of class size and student need.

### **Responsibility for Implementation**

The Leadership Team, in conjunction with the Administration Staff will be responsible for the implementation and continuous monitoring of the policy.

### **Date Passed by School Council**

The Enrolment Policy was passed by School Council on 11<sup>th</sup> August 2014.

### **Proposed Date of Review**

The School Wellbeing Sub-Committee of School Council will be responsible for co-ordinating and planning the review of the Enrolment Policy under the auspices of School Council. The review period will be 3 years from the policy being passed by School Council.