

DARTMOOR PRIMARY SCHOOL

ENROLMENT POLICY

All children who are eligible to attend a Victorian government school are entitled to attend our school. Families attending our school must abide by our school conduct code and work together with the school, so that we can provide an excellent educational program for all children.

Aim:

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

Implementation:

Where a student is enrolling at the school as part of a prep intake, parents will be required to provide proof of age (indicating that the child has turned 5 years of age by the 30th April of that year) and proof of up to date immunisation. Where a child is not immunised department policy will be followed.

Where a student is enrolling at the school after attending another school, parents will be expected to give details of the previous school their child has attended. The Principal, or nominee, can contact the previous schools of all students seeking transfers to discuss the circumstances of the transfer.

The principal or nominee will seek a transfer note or an immunisation certificate (if enrolling), and discuss any academic or behavioural matters. The principal will defer admission for not less than 24 hours so that contact can be made with the previous school to gather information about the child so that their transition process is in the best interests of the student and the class they are going into.

Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels is in itself insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director. Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.

All enrolments will require the completion of the DEECD 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.

Students will be allocated to classes according to the school policy on class structures. The size of the class will not be the only variable.

All new families will be taken through the School's Student Code of Conduct and made aware of the importance of effective home - school support.

Evaluation:

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

Date Implemented	September 2016
Approved By	School Council
Review Date	September 2019

