1. **Rationale:**
   1.1 All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

2. **Aims:**
   2.1 To provide an efficient process of enrolment that satisfies the needs of both students and the school.

3. **Implementation:**
   3.1 All children who are eligible to attend a Victorian Government school are welcome to attend our school.
   3.2 Students enrolling at our school as part of a prep 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.
   3.3 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.
   3.4 The families of new Prep students will be required to pay a deposit at enrolment time. This deposit will be deducted from the booklist costs. The deposit will only be refunded if the family moves out of our neighbourhood or enrols at a non-government school.
   3.5 Other parents seeking early age entry for their children must make a written application to the Regional Director.
   3.6 Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
   3.7 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.
   3.8 All enrolments will require the completion of the DEECD ‘Confidential Student Information Enrolment Form’, with details entered immediately on CASES 21.
   3.9 Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.
   3.10 The 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.
   3.11 The principal will consult with the School Council President regarding enrolment procedures and trends.
   3.12 Students will be allocated to classes according to class size and student need.
4. **Evaluation:**

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


International Studies Unit (03) 9651 3700