**Rationale**
- To inform prospective parents of requirements for enrolment at Officer Primary School (OPS).

**Aims**
- To provide places for those children who reside within the school neighbourhood boundary.
- To provide an equitable and transparent process which accounts for local issues.
- To provide an efficient process of enrolment that satisfies the needs of students, families and the school.
- To provide the school with some control, regarding enrolment growth, given constraints in relation to the size of the school grounds.

**Implementation**

**Department Guidelines**
- 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.
- 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 students. A process of consultation and agreement will occur between the parents and the Principal to ensure a smooth transition for the student. Concerns relating to resourcing level are in themselves insufficient ground for delayed admission. Delayed admissions can only be approved by the Regional Director.
- All enrolments will require the completion of the Department ‘Confidential Student Information Enrolment Form’ and copy of birth certificate with details entered immediately on CASES.
- All students must be enrolled in 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 the name change.
- 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 the enrolment information is complete.

**OPS Guidelines**
- All children who are eligible to attend a Victorian Government School are welcome to attend our school.
The following timeline is set for gauging enrolment trends:
   - **April** – Enrolments for Preps (for the following year) will be sought from the Officer community and siblings of current students.
   - **August** – The Principal reports indicative school size (for the following year) to Department through the census, based on enrolment trends.
   - **September** - Through the newsletter parents are invited to provide input regarding pupil movement and placement for the following year.
   - **October** – The Principal and Staff Consultative Committee draft school structure options in line with current policy (for the following year).

The Principal will report to School Council at each meeting on current enrolment trends and future enrolment predictions based on the implementation of this policy.

Students will be allocated to classes according to a combination of class size and student need.

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 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.

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

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

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This policy was last ratified by School Council in… **August 2014**