



ENROLMENT POLICY

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
- 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.