



## SANDRINGHAM EAST PRIMARY SCHOOL ENROLMENT POLICY

### **Rationale:**

All children enrolling at our school, (in Foundation or other school levels), deserve a smooth transition that enables them to become part of our school with minimum disruption and maximum support for developing friendships and their ongoing learning.

All children who are eligible to attend a Victorian Government school are welcome to attend our school.

International students will be accepted after verification by DET that their visa's are appropriate and accepted.

### **Aims:**

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.
- To ensure that the office staff, as first point of call, are welcoming, helpful and providing accurate information to parents.
- To provide school tours to ensure that our school culture, vision and values are understood and accepted by parents and students.

### **Implementation:**

- Students enrolling at our school as part of a Foundation intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30<sup>th</sup> 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 of SEVR in Dandenong: (03) 8765 5600.
- Information regarding the enrolment of overseas students through the International Student Program is available by calling (03) 9637 2990.
- 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 Department of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- All students will be given a unique student identification number known as the 'Victorian Student Number'.
- Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that it is the commencement of the school year or the commencement of term 3, or if 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.
- Our Principal will contact Principals from 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

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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.

- It is expected that Principal colleagues contact each other if a parent from another school approaches them for enrolment of their child.
- Students will be allocated to classes according to a combination of class size and student need.
- It is Beachside Network expectation that Foundation Students enrol by the last day of Semester 1 each year in order to allow adequate time for preparation of facilities and staffing.
- Foundation students prior to and after enrolment will attend transition activities as approved by School Council.
- Foundation students will be allocated a Level 6 student buddy to ensure a smooth transition to their school days at SEPS.
- Parents who are new to the school will be offered the opportunity of a Parent Buddy who will be a point of contact for any additional queries.
- Students throughout levels who are new to the school will be made welcome through the development of friendships as well as development of a positive relationship with the teacher and level team as well as specialist teachers, leadership and office.

**Evaluation:**

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

**Approved by School Council May 2018**