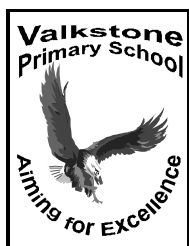


Valkstone Primary School, No. 4778



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STUDENT ENROLMENT POLICY

PURPOSE

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

SCOPE

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.

POLICY

- All children who are eligible to attend school are welcome to attend our school. Enrolment of students who live in our neighbourhood is our priority. The neighbourhood boundary ensures that we can maintain places for local families, within the guidelines of the Education Department.
- 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
- Other parents seeking early age entry for their children must make a written application to 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 DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES 21.
- The Principal will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to confirm eligibility, 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.
- Students will be allocated to classes according to a combination of class size and student need.

REVIEW CYCLE

This policy was reviewed and accepted by School Council in 2016 and is scheduled for review in 2020.