

Enrolment Policy



Help for non-English speakers

If you need help to understand this policy, please contact the school on 03 9802 0663 for support.

Rationale

- To provide fair and equitable procedures for accepting and confirming enrolments
- All students enrolling deserve a smooth transition that enables them to become part of the school with a minimum of disruption and maximum support.

1. Guidelines

- 1.1 Families residing at a property where Weeden Heights Primary is the closest school at the time of confirming enrolments, will have a position at their local school. Proof of address must be supplied, for example drivers licence and current bank statement, phone, electricity, gas account
- 1.2 The priority order for confirming enrolments will be:
 - 1.2.1 Siblings of students already attending Weeden Heights Primary and students for whom this is the closest school
 - 1.2.2 Other students will be accepted in order of distance from the school as at confirmation enrolment date
- 1.3 Transfers Grade 1 – 6
 - 1.3.1 Students transferring during the current year and residing outside our intake area will be accepted, if there is a vacancy, as determined by the Principal
 - 1.3.2 Students transferring in the following year and outside of the school zone, will be placed on a list and will be confirmed at the earliest possible date, in line with the current DE timeline.

2. Implementation

- 2.1 Students enrolling as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by 30 April of that year) and an immunisation certificate
- 2.2 A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school, is considered eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided
- 2.3 Other parents seeking 'early age' entry for their children must make a written application to the Regional Director
- 2.4 Information regarding the enrolment of overseas students can be obtained from the International Studies Unit
- 2.5 Students with Disabilities and Impairments will be enrolled along with all other eligible students. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission

- 2.6 Delayed admissions can only be authorised by the Regional Director. All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21
- 2.7 Principal Class Officers may contact principals of previous schools of 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
- 2.8 Students will be allocated to classes according to a combination of class size and student need
- 2.9 Enrolments will be confirmed in writing on acceptance of an enrolment form
- 2.10 In the event of enrolments exceeding capacity, all confirmed enrolments will be requested to reaffirm acceptance. As a result, should positions become available, those who did not successfully gain enrolment previously will be offered a position
- 2.11 Families who have attended the school previously will be accepted subject to the above guidelines
- 2.12 When enrolments are received, names and commencement dates of siblings will be requested, to facilitate future planning.

Approval and Review

Created date	2023
Consultation	Principal Education Sub Committee School Council Newsletter Item to the Community
Approved by	Principal and School Council
Approved on	July 2023
Next review date	2027 <i>Mandatory review cycle for this policy is 4 years.</i>