



MORELAND PRIMARY SCHOOL – NO 2837

ENROLMENT AND ADMISSION POLICY

1 Purpose

A smooth transition enables newly enrolled students to become part of our school with a minimum of disruption and maximum support.

2 Aim

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

3 Implementation

Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged.

For all students, the School must:

- provide a privacy notice to the enrolling parent/carer explaining the use to be made of enrolment information
- collect and record evidence of the student's name and date of birth
- collect and record an immunisation status certificate

3.1 Age eligibility and approval requirements

Students enrolling at our school as part of a Foundation Year 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.

3.1.1 Early age entry

A child who will be less than 5 years of age at 30 April of the year in which enrolment is sought may not enrol in a Government school unless he or she has been granted an exemption from the age requirements set out in the *Education and Training Reform Regulations 2007*.

The enrolment will be assessed by the regional director, who must consider eligibility, the principal's recommendation, and all other relevant circumstances, and make a decision regarding the application

Regional Directors have authority to grant exemptions and their approval or non-approval will be put in writing. The regional office should notify both the parent and school of the decision in a timely manner.

3.1.2 Students with Disabilities and Impairments

Students with Disabilities and Impairments will be enrolled along with other eligible children, regardless of any current or future funding they may receive.

3.2 Transferring

Students wishing to enrol at our school from a neighbouring school will be able to do so preferably at the commencement of the school year or if the Principal of the previous school is in agreement with the



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transfer, or if there has been a change of address that places the student closer to our school than the previous school.

If deemed necessary, contact with previous schools of students seeking transfers will be made to discuss the circumstances of the transfer, and to discuss any academic or behavioural matters. The Principal has the authority to defer admission for one school day in order that enquiries from the previous school are carried out in the interest of the student.

Office personnel will arrange for transfer notes and immunisation certificates for students transferring within the State of Victoria and where possible for interstate and overseas transfers.

3.3 International Students

Moreland Primary School offers high quality learning in a caring environment and welcomes international students. Young international students can enrol at Moreland Primary School if there is a place available for them. Young international students must apply to the Department's International Education Division (<http://www.study.vic.gov.au/en/Pages/contact.aspx>).

4 References/Appendices

- Admission (<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>)
- Enrolment (<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>)
- Immunisation (<http://www.education.vic.gov.au/school/principals/spag/health/Pages/immunisation.aspx>)
- International Education Division (<http://www.study.vic.gov.au/en/Pages/contact.aspx>)

5 Evaluation

Amendments to the policy will be made on a needs basis.