



ENROLMENT POLICY

(Includes, enrolments, intake, transfers, and placement of students)

RATIONALE:

Over the years Rosanna Golf Links Primary School's enrolments have increased considerably to the point where we can no longer accommodate all those wishing to enrol at our school. This document outlines the procedure for enrolment at Rosanna Golf Links Primary School. It covers who is eligible to enrol, how to enrol and other related information.

An enrolment ceiling has been implemented with approval from North Western Region of the Department of Education and Training (DET) to limit the number of students able to enrol.

AIMS:

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

IMPLEMENTATION:

1. Enrolment is not an automatic process. As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements. The school will adhere to the DET policy.
2. Rosanna Golf Links Primary School is required to enrol all students for which it is the closest school (as the crow flies).
3. Rosanna Golf Links has an enrolment ceiling of 575 students, as approved by Acting Regional Director on the 11th August 2016. Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order;
 - a) Students for whom the school is the designated neighbourhood government school. An enrolment confirmation letter will be sent once all documentation has been received. The school requests that all documentation is received no later than the first week of June.
 - b) Students with a sibling at the same permanent address who are attending the school at the same time. An enrolment confirmation letter will be sent once all documentation has been received. The school requests that all documentation is received no later than the first week of June.
 - c) Students seeking enrolment on specific curriculum grounds, where it is not provided by the student's nearest government school. A letter of no more than one page should be addressed to the Principal outlining the specific curriculum grounds that are being applied. Notification of this application will be sent after consideration of point a and b. This will be no later than the first week of June.



- d) All other students in order of closeness of their permanent residence to the school. Notification will be sent after consideration of point a, b and c. This will be no later than the first week of June.
- e) In exceptional circumstances, compassionate grounds. A letter of no more than one page should be addressed to the Principal outlining the specific compassionate grounds that are being applied. Notification of this application will be sent after consideration of point a, b, c and d. This will be no later than the first week of June.
4. Families must provide proof of residential address, such as; a current rates notice, proof of residential purchase and/or rental agreements.
5. 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.
6. 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.
7. Other parents seeking early age entry for their children must make a written application to the Regional Director.
8. International students must enrol through The International Division of DET and be approved before attending this school.
9. 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.
10. All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.
11. The principal may contact the previous school of a student transferring to our school to clarify details related to the transfer only after the enrolment forms have been received. A transfer note will be organised by the previous school principal.
12. All new families will be provided with an 'Information Pack' and all new students will receive appropriate support to ensure a smooth transition to our school.
13. When students are enrolled at our school, they will be allocated to a class based on class size and student needs.
14. All the relevant enrolment information will be available on the school's website.

EVALUATION: This policy will be reviewed as part of the school's three year policy review cycle or immediately upon changes to Education Department policy or procedures.
