

DEDERANG PRIMARY SCHOOL

"Where each child is challenged to be curious, creative and caring."



ENROLMENT POLICY 2017

POLICY STATEMENT:

Children of school age have the right to be admitted to their designated neighbourhood Victorian government school at the beginning of the school year unless an approved alternative placement has been arranged. Dederang Primary School (DPS) aims to provide an efficient process of enrolment that satisfies the needs of both students and the school. DPS provides a transition to school that enables students to become part of our school with a minimum of disruption and a maximum of support.

PROCEDURE:

1. Under the *Education and Training Reform Act 2006*, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted.
2. All children who are eligible to attend a Victorian Government school are welcome to attend our school.
3. 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 30th April of that year) and an immunisation certificate or a full Medical (Contraindication) Exemption form completed and signed by a medical General Practitioner.
4. 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.
5. Other parents seeking early age entry for their children must make a written application to the Minister or (if the Minister has delegated power) a Regional Director who may grant an individual an exemption from the minimum age regulations in limited circumstances.
6. Students with additional needs will be enrolled along with all other eligible children. Concerns relating to resourcing levels is in itself insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
7. All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21. Privacy provisions will be observed.

8. Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that Regional Office Bus Rulings are observed and the protocol is to be followed.
9. Our Principal will contact principals of 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.
10. Short Term enrolments: (eg children visiting members of our school community). Traditionally we have tried to cooperate in these matters. Nevertheless, each case will be considered on its merits, taking into account possible disruption caused to the school program. Staff will be consulted. All children attending the school for instruction purposes will need to be enrolled using the school's enrolment form/s.
11. The school will hold a minimum of two Foundation transition days for children beginning Foundation grade in the following year. These days will normally coincide with grade 6 transition days to feeder secondary schools.

LEGISLATION:

Education and Training Reform Act 2006

Education and Training Reform Regulations 2007

Family Law Act 1975

Public Health and Wellbeing Act 2008

Public Health and Wellbeing Regulations 2009

RELATED POLICIES AND INFORMATION:

DET School Policy and Advisory Guide

Presented to School Council _____ 2017 and approved.

Policy review: 2019

