



# ENROLMENT

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## RATIONALE

Schooling is compulsory for students aged from 6 – 17 years unless an exemption from attendance has been granted. 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.

## AIM

To ensure schools admit eligible students in line with Department of Education Guidelines

## IMPLEMENTATION

- Students enrolling in Prep will be at least 5 years of age by 30 April of the year of enrolment
- Before admitting a student the school will collect all relevant information including completed enrolment form, evidence of date of birth and immunisation certificate status.
- Parents or guardians must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised.
- For admission, all applicants must be an Australian citizen, or a student with relevant specified visas (see international student program).
- The Regional Director has the responsibility to determine eligibility and approve admission of individuals who are under the minimum age for enrolments. Request must be made in writing to the Regional Director by the parent/guardians.
- The school will consider the student's school readiness via kindergarten assessment and informal observations to assess development, literacy, numeracy, academic and social needs.
- Admission information required for enrolment includes evidence of date of birth (birth certificate or doctor's note attesting to a child's age) and name and address of the student and enrolling parent or guardian.
- The principal may conditionally enrol a student if admission information is incomplete.

Where insufficient places are available, students will be enrolled in the following priority:

1. Students for whom the school is the designated neighbourhood school (the school that is nearest the student's permanent residence, within the designated boundary roads. Proof of residency may be required i.e. Utility bill in parent/guardians name, stating residential address).
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Where the regional director has restricted the enrolment, students who reside nearest the school.
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school, as the crow flies.
6. In exceptional circumstances, compassionate grounds.

Transferring from another school

- Our principal will advise parents / guardians to meet with their current school to try and resolve any issues prior to exiting their current school.
- Our principal will contact the principal of the previous school of all students seeking transfer to discuss the circumstances of the transfer, to seek information and discuss any academic or behavioural matters.
- Students will only be able to transfer if vacancies exist.
- Students will be allocated to classes according to class size and student needs.

### **Moolap Neighbourhood Boundaries**

West: Twitt Street / Wattlepark Avenue, Earls Road

East: Whitehorse Road / Geelong-Portarlinton Road, Clifton Avenue

South: Moolap Station Road / Townsend Road / Bellarine Highway