



Enrolment Policy & Procedures

Rationale

The Lake Primary School is a school that may, from time to time, experience high demand for student places. Clear guidelines on the basis for enrolling students at The Lake Primary School ensures the process is fair and equitable.

Aim

To provide clear guidelines and protocols for enrolment at The Lake Primary School.

Implementation

- ❖ All students who according to the Education Department zones (www.findmyschool.vic.gov.au) fall within the zone for The Lake Primary School will be accepted
- ❖ Priority will then be given to siblings of children who are concurrently enrolled
- ❖ After satisfying The Lake Primary School zoned and sibling requirements, out-of-zone enrolments will only be accepted if spaces are available. Students will generally be accepted in order of closest permanent residential address. Consideration for out-of-zone placements will occur in the month of September
- ❖ The Lake Primary School Enrolment Policy is consistent with the Department of Education 'Trainings Placement Policy' which can be viewed here:
<https://www.education.vic.gov.au/school/principals/spag/participation/pages/placement.aspx>
- ❖ Students enrolling at our school as part of a Foundation (Prep) intake will be required to provide proof of age, indicating that they will have turned 5 years of age by the 30th April of that year, and an approved immunisation certificate
- ❖ 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 fulltime enrolment at the interstate school must be provided
- ❖ Families seeking early age entry for their children must make a written application to the Regional Director of the Department's North-Western Victoria Region
- ❖ Information regarding the enrolment of overseas students can be obtained from the International Division (03) 9637 2990 or <https://www.study.vic.gov.au>
- ❖ Students with disabilities will be enrolled along with all other eligible children. Information on the Department's Program for Students with Disabilities can be found at:
<https://www.education.vic.gov.au/parents/additional-needs/Pages/disability-school-support.aspx>
Concerns relating to resources levels are, in itself, insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director
- ❖ All enrolments will require the completion of the DET "Student Enrolment Form", with details entered on CASES21. A Privacy notice explaining the use of this information will be provided to parents/guardians when enrolling
- ❖ The Principal will contact Principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a data transfer via CASES21 and to discuss any academic or behavioural matters. The Principal has the authority to defer admission while enquiries of the previous school are carried out in the interests of the student
- ❖ Students will be allocated to classes according to a combination of class size and student need

LINKS AND APPENDICES (including processes related to this policy)

Links, which are connected with this policy, are:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>

Appendices, which are connected with this policy, are:

Appendix A: Enrolment Procedures

APPENDIX A: ENROLMENT PROCEDURES

- ❖ We begin taking enrolment enquiries in February of the year before starting school. All families are welcome to make an enquiry and all enquiries will be added to a list maintained by the enrolment officer. A 'Parent Information Night' is held in Term 3 along with a number of orientation days for prospective students in Terms 3 and 4
- ❖ An enrolment place is guaranteed for any students who live within The Lake Primary School zone. To find out if you live within the zone you can visit: www.findmyschool.vic.gov.au Preference will also be given to siblings of concurrently enrolled students
- ❖ The Lake Primary School will review the list of enrolment applications and compile first round offers based on the above criteria. A letter confirming enrolment will be sent to the residential address supplied. During the month of September, if there are still spaces available these are allocated primarily on the basis of next closest distance between home and school
- ❖ A Foundation (Prep) transition program is run to ensure these students settle in to school
- ❖ For students enrolling at higher grade levels, or after the school year's commencement, to facilitate a smooth transition into the new grade the following processes will occur:
 - Whenever possible, children will visit their new classroom to meet the teacher and grade the day before commencing school
 - An enrolment pack including general school information and required permission forms will be provided before the student comes to the classroom
 - The class roll, providing family details, along with the above forms, will be delivered to the teacher before the student begins in the grade
 - Any available reports, test results etc. will be given to the classroom teacher before the student begins in the grade

REVIEW CYCLE

This policy was last updated on 20/07/2020 and is scheduled for review annually.