

WPS – ENROLMENT POLICY

For period: November 2017 – November 2020

Rationale:

All children enrolling at Wandong Primary School experience a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

Aim

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

Implementation

Parents and carers must fill out an expression of enrolment form and provide proof of birthdate and immunisation status to begin the enrolment process. (Parents or carers must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised. Note: Homeopathic immunisation is not a recognised form of immunisation, and therefore cannot be listed on an immunisation status certificate. It is not sufficient to sight a stamped immunisation booklet.)

Before admitting a student, parents/guardian must provide Wandong Primary School with:

- a completed confidential Student Enrolment form
- a copy of the child's birth date (original must be sighted with a copy retained by the school)
- The Principal or Assistant Principal may contact principals of previous schools of students seeking transfers to discuss the circumstances of the transfer and to discuss any academic or behavioural matters
- The Principal has the authority to defer admission until such conversations have occurred

Please note:

- The school will enrol the student under the name contained in the documents supporting their admission (primarily the child's birth certificate). The school can only change the name under which a student is enrolled if new legal documentation is provided, such as an officially amended birth certificate, proof of adoption or a court order authorising another name.

The school will provide parents/ guardians with a WPS privacy notice which will be attached to the enrolment form.

Criteria for enrolment:

For admission, all applicants must be:

- Foundation children (first year students) must be five years of age by **30th April** of the enrolling year.
- An Australian citizen, or a student with relevant specified visas. Information regarding the enrolment of overseas students can be obtained from the International Studies Unit 9637 2202

Early age entry must be:

- Requested in writing to the Minister of Education by parent/guardians
- Approved in writing by the Minister of Education
- Approved by the principal, where students are transferring from an interstate school to a Victorian government school, and on receipt of evidence (to their satisfaction) of previous enrolment and full time school attendance.

Note: The Minister will only grant early entry in exceptional circumstances when there are strong grounds and evidence for believing long-term educational disadvantage would otherwise occur.

School administration staff will ensure:

- students are allocated to classes according to a combination of class size and student need.
- copies of sighted documents are retained
- bi-annual Student Enrolment information forms are sent home to families
- changes to student details are verified and retained
- all information is kept confidential
- they refer to student immunisation status certificates during disease outbreaks. Parents and carers of students not immunised will be instructed to keep their children at home for the recommended period, as outlined on the website of the Department of Health.

CERTIFICATION

This policy was reviewed at the School Council meeting held at Wandong Primary School on the
20th day of November 2017

Signed:.....

School Council President

Signed:.....

School Principal