

Enrolment Policy

Rationale

The purpose of this document is to ensure that eligible students are enrolled at Tarneit P-9 College in line with DET guidelines and the Wyndham Network guidelines. Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year (or when relevant) unless an approved alternative placement has been arranged.

Aims

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

Implementation

School Tours

- Regular tours of the College will be arranged during Terms 2 and 3 for those students intending to start Prep in the following year.
- School Tours will also be arranged, starting in Term 2 and continuing throughout the year, for students intending to start Year 7 in the following year and for other year levels.

Enrolment Implementation

As a school within the Victorian public school sector, our College will comply with all government and department enrolment requirements. The College will adhere to the DET policy. The enrolment policy of the College will take account of all requirements of law relating to discrimination, equal opportunity, privacy and immunisation. Interpreters can be arranged by Tarneit P-9 College if required.

Before admitting a student, the College will:

- Obtain a completed enrolment form. This enrolment form must contain
 - Date of birth (note: evidence of date of birth can be official, such as birth certificate or passport, or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age).
 - Name of the student (students will be enrolled under the name contained in the documents supporting their admission).
 - Names and addresses of the student and enrolling parent or guardian
 - Details of medical and other conditions that may require special consideration
 - Emergency telephone numbers, including a nominated doctor.
 - The name of the previous school or kindergarten and the student's current year level (other than Prep).
 - If relevant, copies of any Court Orders relating to the student, eg. Family Court Order with custody or access restrictions.

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- Collect all relevant admission information
- Provide a privacy notice to the enrolling parent explaining the use to be made of enrolment information
- Collect and record an immunisation status certificate (it is not sufficient to sight the stamped immunisation booklet).

For admission, all applicants must:

- Be an Australian citizen, or a student with relevant specified visas or Immicard (documentation proving this will be required)
- Be deemed eligible and approved for enrolment by the principal or relevant regional director
- Reside within the designated neighbourhood area or be a sibling of a student currently enrolled at the College. Proof of residential address must be provided, such as a current rates notice or lease agreement together with two current utility bills. A statutory declaration may form part of this documentation.

Tarneit P-9 College will follow the Priority Order of Placement as set out in the DET Policy:

1. Students for whom the College is the designated neighbourhood school (see Appendix A).
2. Students with a sibling at the same permanent address who are attending the College at the same time.
3. Where the regional director has restricted the enrolment, students who reside nearest to the College.
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the College.
6. In exceptional circumstances, compassionate grounds.

At initial enrolment, a Victorian Student Number (VSN) is allocated to a student in the name certified in admission documents. When students transfer between schools, the name will remain as the name attached to the VSN, unless new legal documentation with an amended name is provided.

Transition

- The College has an extensive transition program for students starting in Prep and Year 7. Comprehensive information about these programs will be provided to parents/guardians.
- Students starting at the College throughout the year will be required to attend an enrolment interview prior to enrolment and attend a family induction on the Monday morning prior to commencement.
- Students enrolling throughout the year are able to commence each Monday.

Maintaining Student Information

All student enrolment data is:

- updated when changes occur, such as guardianship;

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- reviewed regularly, specifically parent/guardian contact information. Forms will be sent home for confirmation;
- revised annually for State and Commonwealth reporting; and
- updated when informed by parents of changes to family circumstances or contact information.

The Social Disadvantage loading allocates funding based on parental occupation, parental education and the level of concentration of disadvantage in a school. SFOE information that parents provide directly affects the level of Social Disadvantage funding that the College will receive, therefore it is essential that the College:

- ensures that staff understand why SFOE data is needed and the benefits of ensuring there are no errors in data logged in CASES21;
- clearly explain to parents the importance of correctly completing this information on the enrolment form;
- regularly seek whole school updates; and
- contact parents when occupation and/or education data needs to be queried.

All records are disposed of in accordance with the government's General Disposal Schedule.

References

Department of Education and Training

<http://www.education.vic.gov.au/school/parents/primary/Pages/enrol.aspx>

VSN

<http://www.vcaa.vic.edu.au/pages/schooladmin/vsn/index.aspx>

International Student Program

<http://www.education.vic.gov.au/school/teachers/management/Pages/resourcekit.aspx>

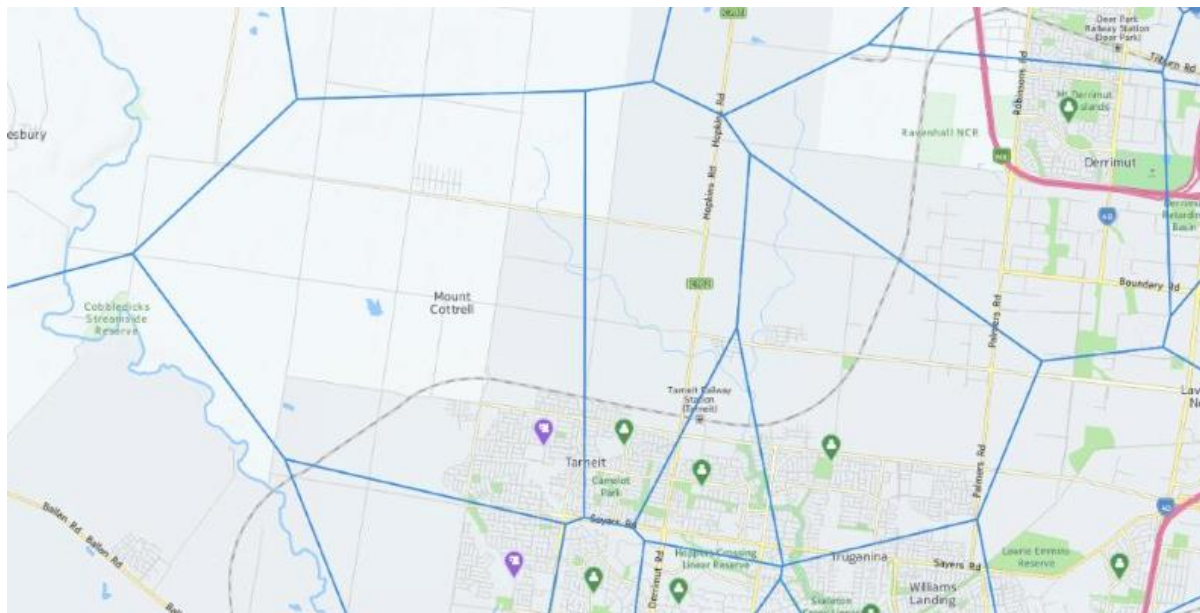


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APPENDIX A

Primary Designated Neighbourhood Area



Secondary Designated Neighbourhood Area

