

Spring Gully Primary School

Enrolment

POLICY

In managing new enrolments, the school is required to adhere to state-wide enrolment placement policy and processes, whereby eligible students have a right to be placed in their designated neighbourhood school.

The designated neighbourhood school is defined as the school that is nearest to the student's permanent residential address, measured in a straight line from the residence. A student's neighbourhood school can be determined by entering the residential address of the student into www.findmyschool.vic.gov.au

Students living outside the designated neighbourhood may still apply for enrolment, with remaining places to be allocated in the following order:

1. students for whom the school is the designated neighbourhood school
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.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Schools are permitted to assess and make a determination for exceptional circumstances applications on a case-by-case basis.

The enrolment policy will be managed by the Principal.

All students and a family member or a caregiver will be interviewed by a member of the Principal Class prior to enrolment to ascertain eligibility, the appropriate year level and learning program.

The enrolment policy of the school will take into account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.

To assist Spring Gully Primary School in verifying a student's permanent residence when assessing enrolment applications, the school may request parents/carers to provide supporting documentation. This documentation may include:

1. Rental agreements or unconditional contracts of sale plus
2. A copy of two of the following:
 - electoral enrolment confirmation
 - council rates notices
 - other official documentation that demonstrates permanent residency at that address such as a driver's licence or health care card

Documents should show the same address and parent's/carer's name as recorded on the school enrolment application form.

Enrolment forms must be accompanied by:

- Birth certificate or passport
- Immunisation certificate
- Visa information e.g. visa subclass number for students born overseas, residency status – temporary or permanent
- Relevant legal documents (if applicable).

Once all necessary information and documentation has been obtained, enrolments will be entered onto CASES21 by a member of the school office staff. CASES21 will be used to reflect current student numbers and movement of students into and out of the school.

Spring Gully Primary School is an inclusive school and it will provide programs for all enrolees. The learning program will cater for students who have special learning needs.

International students will be enrolled in a manner consistent with the guidelines for enrolment of international students of the Department of Education & Training.

Evaluation:

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Date: October 2021