



ENROLMENT POLICY Kinglake West Primary School		
Policy Implementation Date July 2021	Review Date June 2024	Responsible for Review Education Committee

Purpose:

All children who are eligible to attend a Victorian government school, and for whom Kinglake West Primary School is the neighbourhood school are entitled to attend. Children out of the neighbourhood are also welcome to enrol.

Scope:

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

Guidelines for Implementation:

- The designated neighbourhood school is defined as the Primary School which is nearest to the student’s permanent residential address (defined as: straight line distance) unless otherwise determined by the Regional Director.
- After February Census Day, (if there are spaces available), the following will be considered:
- Out of area enrolments at any time will be accepted at the Principal’s discretion.
- Network protocols regarding placement of difficult students.
- Valid reasons why student is not attending neighbourhood school.
- Ability of school to cater for the student’s needs.
- Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by April 30 of that year) and an 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 full time enrolment at the interstate school must be provided.
- Other parents seeking early age entry for their children must make a written application to the Regional Director.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the DET ‘Confidential Student Information Enrolment Form’, with details entered immediately on CASES 21.

- The Principal or nominee will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer and to discuss any academic or behavioural matters.
- The Business Manager will seek a transfer note or an immunisation certificate (if enrolling).
- The Principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.

Related Policies/Documents: