

POLICY: ENROLMENT

1. PURPOSE

All children enrolling at Brentwood Park Primary School deserve a smooth transition which enables them to become part of the school community with a minimum of disruption and maximum support.

2. AIMS

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

3. IMPLEMENTATION

- All children who are eligible to attend a Victorian Government Primary School are welcome to attend our school.
- 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. Concerns relating to resourcing levels are in itself insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require details to be entered onto CASES 21 as soon as they are received.
- Parents need to provide a copy of the birth certificate, immunisation certificate and visa details (if relevant) to the school. The school can photocopy the originals if required.
- Administration Staff will contact previous schools to seek transfer note.
- Senior Management to contact previous school to discuss any academic or behavioural matters. The principal has the authority to defer an admission in order to complete any enquiries with the previous school in the interests of the student.
- Students will be allocated to classes according to a combination of class size and student need.

4. EVALUATION

This policy will be reviewed as necessary.