



PURPOSE

All students enrolling at Ranfurly Primary School deserve 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 students, families and the school.

GUIDELINES

1. An entitlement list will be established giving priority to:

- Students residing in Ranfurly Primary School's zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address. DET provides guidance through the School Placement Policy to ensure that students have access to their designated neighbourhood school and the freedom to choose other schools, subject to facility limitations. Our school zone is available at <https://www.findmyschool.vic.gov.au/>.
- Those families with sibling claims currently enrolled
- Those families who have a parent employed by the school
- Those families who may require a particular core educational program that our School offers that their neighbourhood school doesn't at the Principals discretion

2. For admission, all applicants must be:

- An Australian citizen, or a student with relevant specified visas, see: Vic Gov't Schools - International Student Program on 9637 2990 or international@edumail.vic.gov.au
- Deemed eligible and approved for enrolment by the principal or relevant regional director.

3. Information required for admission:

Enrolment forms are available on CASES21 and must include:

- For applicants who are Australian-born, a birth certificate showing date of birth or equivalent and for non-Australian-born, a passport or travel document such as a visa. (Note: evidence of date of birth can be official, such as a birth certificate
- or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age or immunisation certificate).
- 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 and the student's current year level, where students transfer from another school.

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4. Immunisation status certificates - primary students:

Schools are required to:

- Request information from parents on the immunisation status of each child, i.e. primary student, prior to enrolment i.e.
- Official immunisation status certificate. The immunisation status certificate can be obtained from the local municipal council, Australian Childhood Immunisation Register, MyGov or General Practitioner.
- Take a copy of the sighted document and record information on the immunisation status of each enrolled child.

Parents or guardians 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. Prospective students will not be prevented from enrolling in primary school if they have not been immunised.

Collecting immunisation status certificates will assist health authorities in protecting students in the event of a vaccine-preventable disease occurrence at the school. An unvaccinated student may be excluded from school for a period of time.

IMPLEMENTATION

1. 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 the 30th April of that year) and an immunisation certificate.
2. 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.
3. Under exceptional circumstances parents/guardians may request that their child be considered for early entry to school. The criterion for early entry to school is that failure to admit to school will result in long term educational disadvantage to the student. School readiness is not a criterion for early school entry.
4. Where parents/guardians of students turning 5 years of age after 30 April and before 30 June of the year wish to request early admission to school, they should contact the principal of their neighbourhood school in the first instance and must make a written application to the Regional Director, DET.
5. Provide a privacy notice to the enrolling parent explaining the use to be made of admission information.
6. Students with Disabilities and Impairments will be enrolled along with all other eligible students. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
7. All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
8. All students will be given a unique student identification number known as the 'Victorian Student Number'

9. Students will be able to enrol at our school from a neighbouring school will be able to do so on the condition that it is the commencement of the school year or the commencement of each term, or if the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.
10. Our Principal/s will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admissions in order that enquiries of the previous school are carried out in the interests of the student.
11. Students will be allocated to classes according to a combination of class size and student need.
12. All student enrolments are at the discretion of the school principal.

RESPONSIBILITIES

- An Administration staff member will be designated as the Enrolment Officer.
- The principal to work with the Enrolment Officer to ensure this policy is implemented as intended.
- The principal will ensure this policy is communicated to parents through local preschools and the school's website.
- A database (excel spreadsheet) will be kept to store the following information about all enrolments, including:
 - Students name
 - Date of enrolment
 - Grade level
 - Priority reason (drop down list to choose from)
 - Correspondence sent to parents
 - Welcome letter
 - Tour invite
 - Comments

EVALUATION

This policy was last updated on **28 June 2019** and is scheduled for review in June 2020.