

# **ENROLMENT POLICY**



**Rationale:**

All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support. Diamond Creek Primary School aims to provide an efficient process of enrolment that satisfies the needs of both students and the school.

**Aim:**

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

**Implementation:**

- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- Enrolment procedures will comply with the Department of Education's Placement Policy Guidelines.
- 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 30<sup>th</sup> April 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 – see the Department's Early Enrolment policy.
- Information regarding the enrolment of overseas students can be obtained from the International Education Division, 03 7022 1000.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the Department of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.
- Students wishing 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 term 3, 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.
- DCPS Principal will contact the 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 admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.
- Students will be allocated to classes according to a combination of class size and student need.

**Department of Education and Early Childhood requirements regarding school enrolments:**

**For children commencing Foundation level:**

- All children entering primary school must be five years of age by the 30th April of the starting year. Children who turn 5 after that date begin school the following year.
- A completed Student Information Enrolment form
- A copy of the Australian National Register Certificate of Immunisation
- A copy of Birth Certificate / Extract of Birth.
- For students not born in Australia a passport is sufficient proof of birth date and proof of residential status or visa number is also required.

**For children transferring from another school – private system, interstate or overseas:**

As above .

**For children transferring from another Victorian state school:**

Diamond Creek Primary School will contact your previous school for a transfer note and other documentation.

The Department of Health provides a free brochure with immunisation information for parents enrolling a child.

For more information, see: [Starting Primary School?](#)  
[Starting primary school brochure](#)

**Evaluation:**

This policy will be reviewed as part of the school's review cycle.