



Enrolment

POLICY 2021

Rationale:

Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year (or when relevant) unless an approved alternative arrangement has been arranged. Myrning Primary School is committed to providing a welcoming, efficient and inclusive process of enrolment that satisfies the needs of students, parents/guardian and the school in line with the extensive [DET Enrolment Policy and Processes](#).

Aims:

- To provide a smooth transition into Myrning Primary School for students and their families.

Implementation:

- The school will comply with, and allocate placing, using the DET placement policy.
- The school will enrol any student within the designated neighbourhood boundary (see <https://www.findmyschool.vic.gov.au/>).
- Where additional places are available after all neighbourhood children are enrolled, the school may accept further children from outside the neighbourhood boundary providing the capacity of the class or school is not reached.

Priority order of placement

- Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority 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.*
 6. *In exceptional circumstances, compassionate grounds.*
- Families may be asked to provide evidence of the permanent address as part of the enrolment process, e.g. recent rates notice, etc.
- 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.
- Child who is less than the minimum age of entry for Victorian school Is 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.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children.
- All enrolments will be confirmed either in writing or over the phone by the school Principal

Transfer from other school/s

- Students wishing to enrol at our school from another 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.
- Our Principal 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. This will inform a final decision regarding transfer/enrolment by the Principal.
- Students will be allocated to classes according to a combination of class size and student need.

Resources:

DET Enrolment Policy

<http://www.education.vic.gov.au/school/principals/spag/participation/pages/enrolment.aspx>

DET Placement Policy

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx>

Evaluation:

This policy will be reviewed as part of the school's 3-year review cycle.

Policy Ratified February 2021