



ENROLMENT POLICY

Clifton Hill Primary School

September 2016

RATIONALE

Clifton Hill Primary School is a Victorian Government school located in the suburb of Clifton Hill. Enrolments are managed in accordance with Department of Education and Training guidelines.

Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged.

Clifton Hill Primary School experiences high levels of demand and as such prioritises enrolment applications from students who live closest to the school, as per the Department's Placements Policy.

AIM

As a school within the Victorian public school sector, our school applies all government and department enrolment requirements.

IMPLEMENTATION

FOUNDATION (PREP) ENROLMENTS

At Clifton Hill Primary School, where demand for enrolments is greater than availability, students are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood school (closest government school to place of residence) as determined by a straight line from the students residence using www.street-directory.com.au
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. All other students in order of proximity of their home to the school (as determined by www.street-directory.com.au) that have sought enrolment by May 1st in the year prior to entry and have completed an enrolment form and submitted the required information (see "Information Required for Admission" below).
4. Students seeking enrolment on specific curriculum grounds. Application for curriculum grounds may include:

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- Evidence of the student currently studying Mandarin or French
5. In exceptional circumstances, compassionate grounds.
 6. All other students in order of receipt of a completed enrolment form and who have submitted the required information in the year prior to entry. These students will not be notified of acceptance until after May 1st in the year prior to entry.

ALL OTHER YEAR LEVELS

Students for whom Clifton Hill Primary School is the designated neighborhood school (closest government school to place of residence) are able to enroll at anytime throughout a school year.

Should capacity exist to enroll students at other year levels, these students will be enrolled in accordance with the order of priority listed in the previous section.

INFORMATION REQUIRED FOR ADMISSION

Enrolment forms must be completed for all students enrolling at Clifton Hill Primary School and include;

1. Date of birth (note: evidence of date of birth can be official, such as a birth certificate or extract or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age).
2. Name and address of the student and enrolling parent or guardian. Families must provide proof of residential address including a current rates notice, proof of residential purchase documentation, driver's license, two current utility bills, and/or rental agreements.
3. The signature of both parents for parents who are separated, or a copy of the court order detailing any impact on the relationship between the family and the school
4. Details of medical and other conditions that may require special consideration
5. Emergency telephone numbers, including a nominated doctor
6. Immunisation status certificate 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.
7. The name of the previous school and the student's current year level, where students transfer from another school

EARLY AGE ENTRY

Early age entry must be:

1. Requested in writing to the Regional Director by parent/guardians
2. Approved in writing by the Regional Director
3. Approved by the principal, where students are transferring from an interstate school to a Victorian government school, and on receipt of evidence (to their satisfaction) of previous enrolment and full time school attendance.

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Note: The Regional Director will only grant early entry in exceptional circumstances when there are strong grounds for believing long-term educational disadvantage would otherwise occur.

On admission schools consider the following in determining a student's school readiness:

- entry assessment from kindergarten
- informal observations to assess development, literacy and numeracy and academic and social needs.

REVIEW: SEPTEMBER 2018

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