



ENROLMENT POLICY

RATIONALE

- This policy sets out requirements for entry into Victorian government schools, including admissions, enrolments, and transfers between schools. The placement of students is detailed in our Class Placement Policy and Process.
- 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.
- Eligible children have the right to be placed in their designated neighbourhood school.
- The designated neighborhood school is the school that is nearest the student's permanent residence, unless the regional director:
 - needs to restrict new enrolments at a school
 - has designated the neighborhood boundaries or set a ceiling on enrolments for the school.
- Plenty Parklands recognises that under the Education and Training Reform Act 2006 (Vic), schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. This applies to all schools including mainstream, specialist, and government English language schools or centres.

AIMS

- To provide an efficient process of enrolment that satisfies the needs of both students and the school and is in line with the Department of Education and Training's (DET) Enrolment Policy.

IMPLEMENTATION

- All children who are eligible to attend a Victorian Government school are welcome to attend PPS if we are their closest school.
- As Plenty Parklands has an Enrolment Ceiling, when there are insufficient places at our school for all students who seek entry, students are enrolled in the following priority order:
 - Students for whom the school is the designated neighborhood school.
 - Students with a sibling at the same permanent address who are attending the school at the same time.
- 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), an immunisation certificate and proof of residence.
- Students seeking enrolment in years 1 to 6 will be required to meet all Department of Education and Training and school requirements, including proof of residence.
- Proof of residence to include original or certified copies of:
 1. Gas or Electricity bill.
 2. If the parent is not able to supply either of these due to the application being prior to settlement on a property, a rental agreement or unconditional contract of sale may be accepted.
 3. In addition the school can also require electoral enrolment confirmation.
 4. All supplied documents should show the same address and parent's/carer's name as recorded on the school Expression of Interest and/or Enrolment form.
 5. Parents may also be required to complete a statutory declaration confirming the student is living in the address provided in the enrolment application and that the arrangement is genuine and intended to be permanent. Documentation such as driver's license or health care card will also be required to accompany the Staturary Declaration.
- Enrolment applications may not be successful if the requested documentation is not provided.
- Parents of students enrolling at our school are expected to accept and support our policies and our focus on living by the school values.
- 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.

- Information regarding the enrolment of overseas students can be obtained from the International Student Program (03) 9637 2990.
- Eligible Students with Disabilities and Impairments will be enrolled along with all other eligible children. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- All students will be given a unique student identification number known as the 'Victorian Student Number'.
- When an Expression of Interest about a transfer of a student in years 1-6 has been received with the consent of the parent given, a senior member of staff will contact principals of previous schools to discuss the circumstances of the request for transfer and to discuss any academic or behavioural matters.
- Students will be allocated to classes according to a combination of factors including class size, gender balance and student need.

EVALUATION

- This policy will be reviewed to reflect best practice, new regulations and DET guidelines.

REVIEW CYCLE

This policy is scheduled for review in **2023**.

Endorsed by School Council on 20th October 2020

Permanent residence for schools

At a glance

Evidence of permanent residence that can be requested by schools

Original or certified copies of:

- rental agreements
- council rates notices
- electoral roll confirmation
- unconditional contracts of sale
- other official documentation that demonstrates permanent residency at that address, such as a health care card or driver's licence

Original or certified copies of documents should show the same address and parent's/legal guardian's name as recorded on the school enrolment form.

Optionally, the school may ask parents to complete a statutory declaration confirming they are living in the address and that the arrangement is intended to be permanent for the duration of the student's attendance at the school.

Enquiries to verify permanent residence that can be made by schools

- Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- Checking whether the contact landline phone number provided is registered to the residence provided on the enrolment form
- Checking the details of a lease with a real estate agent
- Checking whether there are any regulations/codes limiting the occupancy to one person per apartment

Actions to verify permanent residence that should not be made by schools

The following actions may pose health and safety risks for school staff and raise privacy concerns.

- Home inspections
- Surveillance
- Use of a third party to verify an address via home inspection or surveillance