

YARRA ROAD PS ENROLMENT POLICY

Aims:

To provide all children enrolling at Yarra Road Primary School with a smooth transition that enables them to become part of our school community with minimum disruption and maximum support.

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 Government school are welcome to attend Yarra Road Primary School.**
- Students enrolling at Yarra Road, as part of the Foundation (Prep) intake, will be required to show proof of age, (indicating that they will have turned five years of age before the 30th April of that year), an immunisation certificate and proof of address.
- 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 pending approval from North Eastern Victorian Region. Evidence of age and fulltime enrolment at the previous interstate school must be provided.
- Where there are insufficient places at the 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 as defined by the designated neighbourhood boundaries map.
 2. Students with a sibling at the same permanent address who is 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.
- Extenuating enrolments will be at the discretion of the Principal.
- 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 Studies Unit on (03) 9637 2202.
- 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 DET 'Confidential Student Information Enrolment Form' with details entered immediately on CASES 21.
- Students from a neighbouring school wishing to enrol at Yarra Road Primary School, will be considered if both Principals agree the transfer will be in the best interest of the student.
- The Principal / Assistant 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 other matters.
- Students will be allocated to classes according to a combination of class sizes and student needs.

Evaluation:

This policy will be reviewed as part of the school's annual review cycle and /or as per DET recommendations.

This Policy was ratified by School Council in 2015

Designated Neighbourhood Boundaries map

