



Upper Plenty Primary School 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.

Aims:

To provide an efficient process of enrolment that satisfies the needs of both students and the school, especially in relation to our restricted playground area and accommodation restraints.

Implementation:

Enrolment Ceiling

From 2014 an enrolment ceiling with a peak of 175 students and working towards an enrolment of 150 students has been approved for Upper Plenty Primary School. Students will be enrolled in the following priority order:

- All students who reside in the neighborhood area and wishing to enroll at Upper Plenty Primary School. (No closing date. See attached map for neighborhood area)
- Students with sibling entitlements. (**Closing date last day of term one in the year prior to enrolment**)
- Other students in order of closeness of their residential address to the school. (**Closing date last day of term two in the year prior to enrolment**) Distance to school will be determined using Bing Maps

After the last day of term two any remaining places for the following year will be allocated on a first in basis upon receipt of completed enrolment and deposit forms.

Prep Enrolments

- Prep intake for the coming year will be determined by the principal taking into account the number of students exiting the school to ensure our enrolment ceiling can be managed.
- Families will be asked to notify the School Office of any siblings to be enrolled for the following year by the end of term one.
- Enrolment tours will be hosted during term two for new families and enrolment packs will be provided.
- Enrolment enquiries from families outside our neighbourhood area and who are not existing families will be placed on a waitlist and have their enrolment confirmed on the basis of the above principles and dependent on available places.
- 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.
- 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.

- Prep placement offers are only valid for the year in which they were given. They cannot be deferred or carried over.

All Enrolments

- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (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 DEECD 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.
- Students wishing to transfer to our school from a neighbouring school may be able to do so at the discretion of the principal on the condition that:
 1. there is a place available as decided by the principal and it is the commencement of the school year
 2. if there has been a change of address that places the student closer to our school than the previous school..
- All enrolments from neighbouring schools will be considered in line with the Broadford Cluster Student Transfer Policy and Process
- A Student Support Group will be established prior to enrolment for certain students who have special or additional needs.

Additional Information:

Students with extreme significant family or individual circumstances may be considered for enrolment at the discretion of the principal.

Sibling entitlements refer to siblings currently or previously enrolled at the school

Upper Plenty Primary School neighbourhood area is defined by the attached map.

A letter confirming sibling and any registered neighbourhood enrolments will be sent by week two of term two. All other enrolments beyond the end of term two will be confirmed by mail within two weeks of receipt of enrolment application.

Evaluation:

- This policy will be reviewed annually.

This policy was last ratified by School Council in...	March 2015
---	------------

