



ENROLMENT Policy

RATIONALE:

All children who are eligible to attend a Victorian Government School and for whom Epping Views Primary School is the neighbourhood school are entitled to attend our school. Children out of the neighbourhood are also welcome to attend our school.

AIM:

To provide an efficient and transparent process of enrolment that satisfies the needs of both students and the school.

GUIDELINES:

1. The designated neighbourhood school is defined as the primary school which is nearest to the student's permanent residential address unless otherwise determined by the Regional Director.
2. After February Census Day, out of area enrolments may only be accepted if there are spaces available.
Prep-Year 2 = classes capped at 21
Year 3-6 = classes capped at 25
Out of area enrolments at any time will be accepted at the principal's discretion.
Network protocols will be followed regarding placement of difficult students.
Ability of the school to cater for individual student's needs will be a consideration of enrolment.
3. Students enrolling at our school as part of the Prep intake will be required to provide proof of age (indicating that they have or will turn 5 years of age by April 30 of that year) and an immunisation certificate or a statutory declaration if there is a conscientious objection or reason for non immunisation.
4. 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 is required.
5. Other parents seeking early age entry for their children must make written application to the Regional Director.
6. Delayed admission of students can only be authorized by the Regional Director.
7. EVPS is accredited to take international students. Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03)9637 2202
8. All student enrolments will require the completion of the DEECD 'Confidential Student Information Enrolment Form' with details entered on CASES as soon as practical.
9. The Principal or their nominee will contact principals of previous schools of all students seeking transfers to discuss circumstances of the transfer, any behavioural and academic matters. The Principal has the authority to defer enrolment and admission for one school day in order that enquiries of the previous school are carried out in the interests of the student. The Business Manager will seek a transfer note upon the student's first attendance day at our school.
10. Students will be allocated to classes in accordance with school policy on class structures.

EVALUATION:

This Policy will be reviewed as part of the school's four year review cycle.

This policy was last ratified by School Council in....

September 2008