

***Enrolment and Transfer Policy***

***Philosophical Basis***

The school shall arrange a smooth transition for children enrolling at the school, or transferring to another school, so that a minimum interruption to the individual child's education occurs.

***Guidelines***

***Enrolment***

1.1 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. Parents or carers must provide an Immunisation History Statement for their child from the Australian Immunisation Register to the school regardless of whether the child is or is not immunised. Prospective students will not be prevented from enrolling in primary school if they have not been immunised. Collecting Immunisation History Statements will assist health authorities in protecting students in the event of a vaccine-preventable disease occurrence at the school.  An unvaccinated student may be excluded from school for a period of time.

1.2 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.

1.3 Parents seeking early age entry for their children must make a written application to the

Regional Director.

1.4 The Principal or nominee 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 behavioural matters. The principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.

All enrolments will require the completion of the DET ‘Confidential Student Information Enrolment Form’, with details entered on CASES.21.

1.5 Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels is in itself insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.

1.6 Students will be allocated to classes according to a combination of class size and student need.

***Transferring to another school***

* 1. Parents are to be encouraged to advise the school of an impending transfer.
  2. An official transfer note shall be provided on the last day of attendance.
  3. The students file will be mailed to the appropriate school.
     1. A check list to ensure the return of all school property shall be made when notification of a transfer is given.

***Review Date***

This policy was last updated March 2019 and is scheduled for review in 2022