

ENROLMENT POLICY

Rationale:

- All children enrolling at our College and After School Care Program 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 College / After School Care Program.

Implementation:

- New children to the program will be welcomed to the program in various ways including:
 - Tour of the OSHC centre, including all facilities eg: bathroom, water station.
 - Outline of program including invitation to be part of the program design.
 - Information provided to families.
- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- 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.
- 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.

Review:

This policy was reviewed in 2020 and will be reviewed every three years.

RATIFIED BY COLLEGE COUNCIL

_____ Date: 19/03/2020
College Council President

Review Date: March 2023