

# 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. Consideration needs to be given to Parktone's ability to maintain a suitable learning environment with consideration given to available teaching and learning spaces and suitable class sizes.

## **Aims:**

To provide an efficient process of enrolment that satisfies the needs of the student, our local community and the school.

## **Implementation:**

- Families enrolling at Parktone as part of a Foundation intake are required to provide proof of age (indicating that they have turned 5 years of age by the 30<sup>th</sup> 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.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
- As an inclusive school Parktone enrolls students regardless of gender, race, religious belief, disability/impairment, physical features, political belief or activity or sexual orientation.
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered on CASES.
- Families wishing to enrol their child from a neighbouring government school will only be enrolled after a collegiate discussion has occurred between principal class members of Parktone and the neighbouring school and reasonable effort has been applied by the family to sort through any issues with the neighbouring school. This process is not required for families enrolling from a non-government school.
- Consideration of our neighbourhood boundary and the percentage of enrolments from within the boundary is required in order to ensure we have enough suitable spaces for teaching and learning. If the number of enrolments exceeds the number of teaching spaces and we require a portable, it will only be provisioned if a minimum of 50% of our total enrolments are from within our designated boundary. Therefore, long term planning requires that we establish enrolment confirmation dates each year, the first of which is 1<sup>st</sup> August. All families living within the designated boundary are automatically confirmed upon submission of their enrolment documents. Families from outside the designated boundary will have their enrolment confirmed on 1st August on a first-in, first-confirmed basis. Enrolment submissions made after 1<sup>st</sup> August will be confirmed by 1<sup>st</sup> October and enrolments received after that will be confirmed on 1<sup>st</sup> December.
- On the confirmation dates, the number of families from outside the designated boundary who have been confirmed will not exceed the number of families who have been enrolled who live within the designated boundary.
- Families who do not have a confirmed enrolment can opt to wait until the next confirmation date.
- The principal will consult with the School Council president regarding enrolments.
- Students will be allocated to classes according to a combination of class size and student needs.

**Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.