



# 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.

## **Implementation:**

- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- Students enrolling at our school will be required to provide a copy of their birth certificate and an immunisation certificate.
- 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 Dept of Education and Training's 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.
- Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that it is the commencement of the school year or the commencement of term 3, or if the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.
- Our Assistant Principal 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 and copy of birth 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.
- Students will be allocated to classes according to a combination of class size and student need.

## **Evaluation:**

Ararat College is committed to child safety (Ministerial Order No. 870) and takes all reasonable steps to ensure that the safety of our students is paramount.

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

This policy was last ratified by School Council in October 2016  
This policy is due for review in ...

**October 2019**