



THE LAKES SOUTH MORANG P – 9 SCHOOL

Enrolment Policy

Rationale:

- All children who are eligible to attend a Victorian government school and for whom The Lakes South Morang P-9 School is the neighbourhood school are entitled to attend our school. Children out of the neighbourhood are also welcome to attend

Aims:

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

Implementation:

- The designated neighbourhood school is defined as the primary school which is nearest to the student's permanent residential address (defined as: straight line distance) unless otherwise determined by the Regional Director.
- After February Census Day, out of area enrolments will only be accepted if there are spaces available.
 - Prep → Year 2 classes capped at 21
 - Year 3 → 7 classes capped at 26
 - Out of area enrolments at any time will be accepted at the Principal's discretion.
 - Network protocols regarding placement of difficult students.
 - Valid reasons why student is not attending neighbourhood school.
 - Ability of school to cater for the student's needs.
- 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 30 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. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the DE&T 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.
- The Principal or nominee will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer. The Student Records Manager will 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.
- Students will be allocated to classes according to the school policy on class structures.

Evaluation:

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

This policy has been ratified by school council 17/7/07