



ENROLMENT

POLICY

Rationale

- To provide fair and equitable procedures for accepting and confirming enrolments
- All students enrolling deserve a smooth transition that enables them to become part of the school with a minimum of disruption and maximum support.

1. Guidelines

- 1.1 Families residing at a property where Karoo Primary is the closest school at the time of confirming enrolments, proof of address must be supplied i.e drivers licence and current bank statement, phone, electricity, gas account) will automatically be accepted
- 1.2 The priority order for confirming enrolments will be:
 - 1.2.1 Siblings of students already attending Karoo Primary and students for whom this is the closest school
 - 1.2.2 Other students will be accepted in order of distance from the school as at confirmation enrolment date
- 1.3 Transfers Grade 1 – 6
 - 1.3.1 Students transferring during the current year and residing outside our intake area will be accepted, if there is a vacancy, as determined by the Principal
 - 1.3.2 Students transferring in the following year will be placed on an enrolment list and will be confirmed at the earliest possible date
 - 1.3.3 Where a Foundation sibling will be enrolling in the same year as the child transferring, the enrolment of the Foundation child will not automatically ensure a place for an older sibling or vice a versa unless we are their closest school.

2. Implementation

- 2.1 Students enrolling as part of a Foundation intake will be required to provide proof of age (indicating that they have turned 5 years of age by 30 April of that year) and an immunisation certificate
- 2.2 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
- 2.3 All enrolment information will remain confidential and in accordance with the Department's privacy policy.
- 2.4 Other parents seeking early age entry for their children must make a written application to the Regional Director
- 2.5 Information regarding the enrolment of overseas students can be obtained from the International Studies Unit
- 2.6 Students with Disabilities and Impairments will be enrolled along with all other eligible students. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission

- 2.7 Delayed admissions can only be authorised by the Regional Director. All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21
- 2.8 All students will be given a unique student identification number known as the 'Victorian Student Number' (VSN)
- 2.9 Principal Class Officers may contact principals of previous schools of 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
- 2.10 Students will be allocated to classes according to a combination of class size and student need
- 2.11 Enrolments will be confirmed in writing on acceptance of an enrolment form.
- 2.12 In the event of enrolments exceeding capacity, all confirmed enrolments will be requested to reaffirm acceptance. As a result, should positions become available, those who did not successfully gain enrolment previously will be offered a position
- 2.13 Families who have attended the school previously will be accepted subject to the above guidelines
- 2.14 When enrolments are received, names and commencement dates of siblings will be requested, to facilitate future planning.

3. Evaluation

- 3.1 The Education Sub Committee and Karoo staff will review the effectiveness of the school's Enrolment Policy on a cyclical basis in accordance with DET guidelines.