

OBERON PRIMARY SCHOOL

ENROLMENT POLICY



Rationale

Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year, unless an approved alternative placement has been arranged.

Policy

The Principal will follow the Department of Education and Training (DET) requirements, related to the admission and enrolment of students at Oberon Primary School.

Implementation

- All children who are eligible to attend a Victorian Government school are welcome to attend our school if residing within our catchment area and if Oberon PS is their closest government school. This is in line with the the Department of Education and Training (DET) regulations.
- Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned five 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 – see DET Early Enrolment policy.
- 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.
- All enrolments will require the completion of the Department of Education 'Confidential Student Information Enrolment Form', with details entered immediately into CASES.
- The "office use only" section, on the hard copy of the 'Confidential Student Information Enrolment Form', will be completed by Oberon staff.
- 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.
- The Oberon Primary School principal will contact principals of previous schools of all students seeking transfers to:
 1. discuss the circumstances of the transfer;
 2. seek a transfer note or an immunisation certificate (if enrolling) and;

3. 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.

Related Policies

- Child Safe Standards
- OPS Child Safe Policy
- OPS Equal Opportunity and Harassment Policy
- OPS Information Privacy Policy

Evaluation

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

This policy was last ratified by Oberon Primary School Council on 25/10/2016

Next review date: October 2019