



ENROLMENT POLICY

Rationale

- To ensure clarity of enrolment criteria for prospective parents;
- To ensure Armstrong Creek School provides enrolment access for students who reside within it's Designated Neighbourhood Area or Designated Transport Area (enrolment under specialist school provision);
- To ensure schools only admit eligible students in order to avoid exceeding it's capacity;

Aims

- To support the Principal to manage the enrolments of the school, resource effectively and ensure a high quality teaching and learning program. Importantly this will also enable the growth of a strong and positive school culture.
- To ensure departmental Policy is adhered to.

Implementation

- Must be confined to families living in the Designated Neighbourhood Area for students in Years P-6. (Please refer to the relevant map); and/or,
- Must be confined to families living in the Designated Transport Area for students who meet the eligibility criteria and are funded under the Program for Students with Disabilities (PSD), Intellectual Disability (mild; FSIQ 50-70)(Please refer to the relevant map);
- A staged enrolment process will follow with enrolments in 2019 to include Year 7 students and increase by one Year Level per year until up until Year 12 (for students who meet the eligibility criteria and are funded under the Program for Students with Disabilities (PSD), Intellectual Disability (mild; FSIQ 50-70);
- Will observe the Department Priority Order of Placement Policy.
- Enrolment on the grounds of sibling rights will only be considered under the primary enrolment provision and will be assessed against the current and predicted future enrolment capacity for the year level in question.

Priority Order of Placement

Students will be enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Where the regional director has restricted the enrolment, students who reside nearest the school.
4. All other students in order of closeness of their home to the school.
5. In exceptional circumstances, compassionate grounds.

Appeals

Parents/guardians are entitled to appeal enrolment decisions based on the above protocols. Appeals will be considered based on the following department placement principles:

- provide each child with a place in the designated neighbourhood school and/or designated transport area
- provide parents/guardians with an opportunity to enrol their child at the same school as an older sibling who resides at the same address
- allow parents/guardians to send their child to any alternative school where space is available
- contain enrolments in each school within the limits of available resources as determined by the regional director.

Eligibility for enrolment – required documentation

Student details:

Enrolment forms (available on CASES21) must be completed for students enrolling in a Victorian government school **for the first time**. Enrolment forms must include:

- date of birth;
- names and addresses of the student and enrolling parent or guardian;
- details of medical and other conditions that may require special consideration;
- emergency telephone numbers, including a nominated doctor;
- an Immunisation History Statement from the Australian Immunisation Register;
- the name of the previous school and the student's current year level, where students transfer from another school. Note: **For students transferring from another Victorian government school, data can be imported using CASES21.** Parents will be provided with the Student Enrolment Information form (ST21090) for validation of student information.
- Consent –
 - the signature of the student, if they are over 15 and living independently
 - parent as defined in the Family Law Act 1975 (in the absence of a current court order, each parent of a child who is not 19 has equal parental responsibility)
 - both parents for parents who are separated or a copy of the court order with any impact on the relationship between the family and the school.
 - An informal carer, with a statutory declaration (applies for 12 months). Carers may be a relative or other carer and have day-to-day care of the student with the student regularly living with them. The wishes of the parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

Where (parent) consent is disputed, Principal's and staff will avoid becoming involved, avoid favouring one parent, act in accordance at all times with the best interests of the student and the school community.

Proof of name and age, immunisation status, permanent address, PSD:

- For applicants who are Australian-born, a birth certificate or equivalent (passport);
- For applicants who are non-Australian born, a passport or travel document such as visa or Immicard.

- Immunisation History Statement from the Australian Immunisation Register regardless of whether the child is or is not immunized. Note: Homeopathic immunisation is not a recognized form of immunisation and therefore cannot be listed on an immunisation status certificate. Prospective students will not be prevented from enrolling in primary school if they have not been immunized.
- Proof of residence (see below)
- For those students enrolling under the special school provision, evidence of a current eligible outcome under the Program for Students with Disabilities (Intellectual Disability).

Permanent Residence:

To assist in assessing your child's eligibility for enrolment, please include in your enrolment application original or certified copies of:

1. Rental agreements or unconditional contracts of sale

plus

2. A copy of two of the following:

- electoral enrolment confirmation
- council rates notices
- other official documentation that demonstrates permanent residency at that address such as a driver's license or health care card.

Documents should show the same address and parent's/carer's name as recorded on the school enrolment application form.

On request, you may also be required to complete a statutory declaration confirming the student is living in the address provided in the enrolment application and that the arrangement is genuine and intended to be permanent.

NOTE: Enrolment applications may not be successful if the requested documentation is not provided.

When assessing enrolment applications, Armstrong Creek School may make the following enquiries to verify the information provided about a student's permanent residence:

- Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office;
- Checking with a real estate agent;
- Checking whether the contact landline phone number provided is registered to the residence provided on the enrolment form;
- For a rental property which is a studio apartment or a one bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment.

NOTE: If, following reasonable enquiries, the Principal does not accept that the address provided on the enrolment application form is the genuine permanent residence of the student, the enrolment application may not be successful.

Incomplete Student Information

When student information is incomplete the Principal may:

- Defer admission of a student for up to 5 days provided that the Principal has requested the parent or guardian provide the missing information and advises the parent or guardian that they are legally responsible for ensuring a child of school age attends school.
- Conditionally enrol the student if the information is not provided after 5 days and further delay in enrolling the student is likely to affect the student's education and wellbeing. In this situation, the Principal must record the conditions and advise the parent or guardian in writing that the enrolment is conditional upon provision of the missing information and will only be formally completed when these conditions are met.

References:

- DET – School Policy and Advisory Guide
<http://www.education.vic.gov.au/school/principals/spag/participation/pages/enrolment.aspx>
- DET – Permanent Address – Guidelines for Schools

Evaluation:

- This Policy and procedures will be reviewed in June 2021.
- This policy was last ratified by School Council on the 5th of June 2018