

# Enrolment Policy



## Help for non-English speakers.

If you need help to understand the information in this policy please contact the school office on 9786 6066

### Rationale:

All children enrolling at Kananook Primary School deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

### Aim:

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

### Implementation:

Our school zone is available on <https://findmyschool.vic.gov.au> which hosts the most up-to-date information on Victorian school zones. Students residing within our school zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address. The Department provides guidance through the [Placement Policy](#) to ensure that students have access to their designated neighbourhood school and the freedom to choose other schools, subject to facility limitations. You can find more information and answers to frequently asked questions on the Department's website under [School Zones](#).

- As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements.
- All students and a family member or a caregiver will be interviewed by a senior member of the teaching staff prior to enrolment to ascertain an appropriate year level and learning program. This interview will be documented on an enrolment conference pro forma (Appendix 1)
- The enrolment policy of the school will take account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.
- An enrolment register will be maintained. The enrolment register will be kept up to date by a dedicated member of the school office staff. Changes to the register will be

done on a weekly basis to reflect current student numbers and movement of students into and out of the school. Student destinations will be tracked.

- Students enrolling at Kananook, 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<sup>th</sup> April of that year), an immunisation certificate and proof of address.
- Parents seeking early age entry for their children must make a written application to the Regional director of the Northern Peninsula Network.
- 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.
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form' with details entered immediately on CASES21 (appendix 2)
- The school 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 (if enrolling), and to discuss any academic or behavioural matters. The Principal has the authority to defer admission until inquiries of the previous school are carried out in the best interests of the students.
- Students will be allocated to classes according to a combination of class size and student need.

This policy will be communicated to our school community in the following ways:

- Available publicly on school website <https://www.kps.vic.edu.au/page/209/Enrolment->
- School newsletter
- Included in induction processes for staff
- Discussed at staff meetings and briefings as required
- Included in enrolment packs
- Hard copy available from school administration upon request

This policy will be reviewed as part of the school's annual mandate review cycle.

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| <b>DEVELOPED/REVIEWED</b>    | May 2023   |
| <b>CONSULTATION</b>          | <ul style="list-style-type: none"> <li>• Staff –</li> <li>• School Council –</li> <li>• Education sub-committee</li> </ul> |
| <b>ENDORSED BY PRINCIPAL</b> |  |

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|--------------------------------|---|
| <b>SCHOOL COUNCIL ENDORSED</b> |   |
| <b>EVALUATION</b>              | This policy will be reviewed every two years as part of the school’s review cycle, or as required due to changes in relevant Acts, Laws, DET mandates, or should situations arise that require earlier consideration. |