Rationale:
Carlton North Primary School (CNPS) is an inner-city school that experiences high demand for student places. CNPS is currently capped at 275 students due to space restrictions. Clear guidelines on the basis for enrolling students at CNPS ensure the process is fair and equitable.

Aims:
To provide clear guidelines and protocols for enrolment at CNPS.

Implementation:
The following is based on information available from the Department of Education and Early Childhood Development (DEECD).

• All students for whom CNPS is the closest primary school to their permanent residential address (defined as straight line distance) will be accepted.
• Priority will then be given to siblings of children who will be concurrently enrolled.
• After satisfying closest school and sibling requirements, out-of-area enrolments will only be accepted if spaces are available. Students will generally be accepted in order of closest permanent residential address. The Principal has the right, with the support of the Regional Office, to exercise their discretion when deciding out-of-area enrolments.
• Students enrolling at our school as part of a Prep intake will be required to provide proof of age, indicating that they will have turned 5 years of age by the 30th April of that year, and an approved 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 fulltime 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 Division (03) 9651 3700.
• Students with disabilities will be enrolled along with all other eligible children. Information on the DEECD’s Program for Students with Disabilities can be found at www.education.vic.gov.au/aboutschool/lifeatschool/studentswithdisabilities.htm. Concerns relating to resources levels are, in itself, insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
• All enrolments will require the completion of the DEECD ‘Confidential Student Information Form”, with details entered immediately on CASES21. A Privacy notice explaining the use of this information will be provided to parents/guardians when enrolling.
• The Principal or nominee will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note and an immunisation certificate 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 a combination of class size and student need.
• A Prep transition program will be run to ensure Prep students settle in to school. (Please see the Prep Transition policy.)
• For students enrolling at higher grade levels, to facilitate a smooth transition into the new grade the following processes will occur:
  o Whenever possible, children will visit their new classroom to meet the teacher and grade the day before commencing school. This will allow teachers time to arrange a buddy, books, locker etc
- Local excursion permission form, network usage permission form and head lice inspection permission form, to be signed at the office as part of the enrolment documentation, before the student comes to the classroom.
- The class roll, providing family details, along with the above forms, will be delivered to the teacher before the student begins in the grade.
- Any available reports, test results etc. will be given to the classroom teacher before the student begins in the grade.

**Evaluation:**
This policy will be reviewed in 2012.

This policy was ratified by School Council in………………… March 2009