



ENROLMENT POLICY

Policy Statement

Carlton North Primary School (CNPS) is an inner-city school that experiences high demand for student places. CNPS is currently capped at 300 students due to space restrictions. Clear guidelines on the basis for enrolling students at CNPS ensure the process is fair and equitable.

Aim

To provide clear guidelines and protocols for enrolment at CNPS.

Guidelines/Implementation

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas or Immigrant see : International Student Program
- deemed eligible and approved for enrolment by the Principal or relevant Regional Director.

The School will:

- provide parents/carers with a privacy notice explaining how the school will use the information on the Enrolment Form;
- collect CNPS Student Enrolment Form (Appendix A);
- collect and record an Immunisation Status and Birth Certificates;
- record student details on CASES21; and
- keep all information confidential and managed in accordance with:
 - the Department of Education and Training's (DET) Privacy Policy; and
 - Victorian Privacy laws.

On admission, schools consider the following in determining a student's school readiness:

- entry assessment from kindergarten; and
- informal observations to assess development, literacy and numeracy, and academic, social and emotional needs.

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 Foundation 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 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.

Information regarding the enrolment of overseas students can be obtained from Victorian Department of Education and Training on +61 3 9637 2990 or from <http://www.study.vic.gov.au/en/Pages/default.aspx>.

The Principal or nominee will contact Principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek student data transfer 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.

For students transferring from another Victorian Government School, CNPS will import student information using CASES21; and provide parents with the Student Enrolment Information Form for validation of student information.

Students will be allocated to classes according to a combination of class size and student need.

The Enrolment Procedures (Appendix C) are reviewed regularly based on available teaching space and projected enrolment figures.

Links and Appendices (including processes related to this policy)

Links which are connected with this policy are:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx>

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>

<http://www.education.vic.gov.au/school/principals/spag/curriculum/pages/program.aspx>

<http://www.study.vic.gov.au/en/Pages/default.aspx>

Appendix A: Enrolment Form

Appendix B: Expression of Interest Form

Appendix C: CNPS Enrolment Procedures

Evaluation:

This policy will be reviewed in 2021 or sooner if required.

This policy was ratified by School Council on 6 September 2017.

Appendix A: Enrolment Form

Appendix B: Expression of Interest Form

Appendix C: CNPS Enrolment Procedures

- The school begins taking Foundation enrolment enquiries in mid to late April of the year before the student starts school. Families are required to complete the 'Expression of Interest Form' see (Appendix B). All families are welcome to make an enquiry and all enquiries will be added to a list maintained by the school.
- An annual Open Morning is held and prospective families are strongly encouraged to attend. Private school tours can also be organised after this date. CNPS highly value student leadership and school pride so school tours are usually conducted by Year 5/6 students. There will also be an opportunity to meet to the school's leadership team if requested.
- Each year the Foundation intake is usually around 40-48 students.
- First preference is given to students for whom CNPS is the closest government school to their permanent residential address and siblings of concurrently enrolled students. The school reviews the list of enquiries and compiles a first round offer list based on the above criteria.

- A first round letter of offer is posted to these families in August of the year before starting school. Families are asked to call to schedule a time to come and meet with the Principal for a brief meeting allowing the opportunity to discuss any issues, concerns, and to meet face to face with the new students.
- If there are still spaces available these are allocated primarily on the basis of distance between home and school. Any remaining spaces are offered towards the end of Term 3 or in Term 4. The Principal has the final authority for all enrolment offers. Confirmation of enrolment will be by letter.
- A letter outlining the orientation/transition process will be sent to families with their confirmation of enrolment.
- A Foundation transition program, including with Information sessions for families, is run to ensure Foundation students settle into school. (Please see the Foundation Transition policy.)
- Students wishing to enrol in other year levels will usually need to be living at a permanent residential address where CNPS is the closest government school, although this may vary from year to year and between grade levels. Please contact the office on 9347 4822.
- For students enrolling at the school year's commencement, in years higher than Foundation, the following procedures will occur:
 - whenever possible, they will participate in the school's 3 Step Up transition sessions, in which they meet their new classmates and where possible, their new teacher;
 - an information pack which includes general school information will be given;
 - the school will request any available reports, test results etc. to be given to the classroom teacher before the student begins in the class; and
 - new students will be taken on a school tour to familiarise them with the school's' facilities and expectations.
- For students enrolling after the school year's commencement, to facilitate a smooth transition into the new class the following processes will occur:
 - whenever possible, children will visit their new classroom to meet the teacher and class before commencing school. This will allow teachers time to arrange a buddy, books, locker etc;
 - an information pack which includes general school information will be given;
 - the school will request any available reports, test results etc. to be given to the classroom teacher before the student begins in the class; and
 - new students will be taken on a school tour to familiarise them with the school's' facilities and expectations.