



Carlton North Primary School Enrolment Policy and Procedures

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.

Aim:

To provide clear guidelines and protocols for enrolment at CNPS.

Implementation:

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) 9637 2990 or <http://www.study.vic.gov.au/deecd/en/home-page.cfm>
- 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 <http://www.education.vic.gov.au/healthwellbeing/wellbeing/disability/handbook/default.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 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.

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>

Appendices which are connected with this policy are:

Appendix A: Enrolment Procedures

Evaluation:

This policy will be reviewed as part of the school's four year cycle.

This policy was ratified by School Council in May 2014

APPENDIX A: ENROLMENT PROCEDURES

- The office staff begin taking prep enrolment enquiries in mid to late April of the year before starting school. All families are welcome to make an enquiry and all enquiries will be added to a list maintained by the office. An open morning is usually held in the third week of May and prospective families are strongly encouraged to attend. School tours can also be organised after this date.
- Each year the Prep intake is usually around 40 students. 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 office reviews the list of enquiries and compiles a first round offer list based on the above criteria. An enrolment offer is sent to these families in August of the year before starting school. 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.
- 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 Principal on 9347 4822.
- A Prep transition program is run to ensure Prep students settle in to school. (Please see the Prep Transition policy.)
- For students enrolling at higher grade levels, or after the school year's commencement, to facilitate a smooth transition into the new grade the following processes will occur:
 - 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
 - An information pack including general school information and required permission forms (for example, local excursion permission form, network usage permission form, class contact details form, electronic publication of student name, work and images permission form), will be provided, 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.