Enrolment Policy

1. Definition

1.1 DET – Department of Education and Training
1.2 Neighbourhood Boundary (Zone) – see map on school website.

2. Purpose:

2.1 To provide a smooth and seamless transition to school.
2.2 To provide an efficient process of enrolment that meets the needs of the school and prospective families.
2.3 To provide necessary information and support to families, as required.

3. Guidelines

3.1 Coatesville Primary School has a Neighbourhood Boundary (Zone) due to enrolment constraints.
3.2 Enrolment requirements:-
   3.2.1 A completed Coatesville PS enrolment form.
   3.2.2 A Birth Extract for photocopying – original must be shown at the school office
   3.2.3 Immunisation certificate: either Australian Childhood Immunisation Register after completion of 4 year old vaccine schedule or the School Entry Immunisation certificate from the City of Glen Eira – Health Services, Cnr Hawthorn & Glen Eira Roads, Caulfield. Please note it is a legal requirement to provide a school entry immunisation certificate on enrolment at a primary school in Victoria.
   3.2.4 Provide two documents as evidence of residential status in the zone eg. rental agreement OR rates notice AND a gas/electricity account.
3.3 Enrolment priorities are:-
   3.3.1 Students living in the Neighbourhood Boundary (Zone).
   3.3.2 Students who have sibling/s attending Coatesville PS.
   3.3.3 Distance from Coatesville PS.
   3.3.4 Compassionate grounds (Curriculum is not grounds for compassionate enrolment)

4. Implementation

4.1 All children who are eligible to attend a Victorian government school and reside within the Coatesville PS designated Neighbourhood Boundary (Zone) are welcome to attend our school.
4.2 Students enrolling at our school, as part of Foundation (Prep) intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate.

4.3 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.

4.4 Other parents seeking early age entry for their child must make a written application to the DET Regional Director- South East Victoria Region.

4.5 Information regarding the enrolment of overseas students can be obtained from the DET International Studies Unit (03) 9637 2202.

4.6 Students with special needs will be enrolled with other eligible children.

4.7 All enrolments will require the completion of the DET ‘Confidential Student Enrolment Information Form’ with details entered onto CASES by the Student Administration Manager.

4.8 Students (who meet eligible enrolment criteria) wishing to enrol at our school from a neighbouring school will be able to do so on the condition that it is the commencement of a school year or at the commencement of Term 3, or if the Principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the students seeking enrolment is from a non-government school.

4.9 The Principal or Assistant Principal (or delegate) will contact the 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 academic or behavioural matters. The Principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interests of the student.

4.10 Students will be allocated to classes according to the Allocation of Students to Class policy.

4.11 School tours with the Principal are held fortnightly in Term 2 only and are advertised on the school’s website.

4.12 Letters confirming each child’s enrolment will be sent following a meeting by local government school Principals in August. At this meeting Principals will confirm their list of applications for enrolment for the following year. Where a parent has enrolled in more than one school the application will be placed on hold at both schools until further contact with the parent takes place.

5. **Evaluation:**

5.1 This policy will be reviewed annually as part of the school’s review cycle.

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This policy was last ratified by School Council on August 2014