



**TEMPLETON**

MELBOURNE, AUSTRALIA

## Enrolment Policy

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### Help for non-English speakers.

If you need help to understand the information in this policy, please contact Xiaomei Lin 98017450

### Rationale

All children enrolling at our 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 students, parents and the school.

### Implementation

- Students enrolling at Templeton Primary School in Prep are 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) and an immunisation certificate
- All enrolments will require the completion of the Department of Education and Training *Confidential Student Information Enrolment Form*, with details entered immediately on CASES 21
- Proof of residential address is required as an attachment to the enrolment form
- Enrolments will be accepted in the following order:
  - neighbourhood school policy i.e. – closest school to residential address
  - siblings
  - outside neighbourhood school zone
- 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
- Parents seeking early age entry for their children must make a written application to the Regional Director
- Enrolment of overseas students is at the discretion of the Principal
- Students with Disabilities and Impairments will be enrolled with other eligible children. Concerns relating to resourcing levels is in itself insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director
- Students wishing to enrol at our school from a neighbouring school will be able to do so only if:

- the Wantirna Schools Network Protocols are followed
  - the Principal of the previous school is in agreement with the transfer
  - there has been a change of address that places the student within the School Neighbourhood Zone
  - the student seeking enrolment is from a non-government school
- The Principal 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 (if enrolling), 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
  - The Principal will consult with the School Council President regarding enrolments.

#### **POLICY REVIEW AND APPROVAL**

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|----------------------------|------------|
| Policy last reviewed       | March 2024 |
| Approved by                | Principal  |
| Next scheduled review date | March 2027 |