



# **POLICY 11**

## *Student Enrolment*

### **PURPOSE:**

- Gordon Primary School is a Victorian public school and complies with all government enrolment requirements.

### **IMPLEMENTATION:**

- Gordon Primary School is a school without a zone but with a neighbourhood. It will enrol all students who make inquiries from its neighbourhood in accordance with this policy.
- All students and a family member/caregiver will be interviewed by the Principal prior to enrolment to ascertain the appropriate year level and learning program.
- An enrolment form must be accompanied by:
  - Birth certificate
  - Immunisation certificate
  - Visa information (where relevant)
  - Legal documents (where relevant)
- Gordon Primary School is an inclusive school and it will provide programs for all students. The learning program will cater for students who have special learning needs.
- An enrolment register will be maintained and kept up to date by the School Business Manager.
- Changes to the register will be done on a weekly basis to reflect current student numbers and movement of students into and out of the school. Student destinations will be tracked.
- Student information will be kept confidential and handled in accordance with Victorian privacy laws.
- The enrolment process will comply with laws relating to discrimination, equal opportunity and immunisation.
- International students will be enrolled in a manner consistent with guidance produced by the Department of Education and Training.

### **EVALUATION:**

- This policy will be reviewed as part of the school's three-year review cycle.

### **Communication of Policies**

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

**This policy was ratified by School Council on 11.8.21**