



POLICY 10

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.

This policy was ratified by School Council on 15/06/2017