



McKinnon Primary School Enrolment Procedures Policy

1. Purpose:

- 1.1. All students 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. McKinnon Primary School aims to provide an efficient process of enrolment that satisfies the needs of both students and the school.

2. Guidelines:

- 2.1. All children who are eligible to attend a Victorian Government school and reside within the McKinnon designated boundary are welcome to attend McKinnon Primary School.
- 2.2. Students enrolling at McKinnon Primary School as part of a Foundation 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 immunisation details.
- 2.3. 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.
- 2.4. Other parents seeking early age entry for their children must make a written application to the Regional Director
- 2.5. Information regarding the enrolment of overseas students can be obtained from the International Division (03) 9637 2202.
- 2.6. Students with disabilities will be enrolled along with all other eligible students. Delayed admissions can only be authorised by the Regional Director.
- 2.7. All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- 2.8. Students wishing to enrol at McKinnon Primary School from a neighbouring school will be able to do so on the condition that it is the commencement of the school year or the commencement of Term Three, 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 student seeking enrolment is from a non-government school.
- 2.9. Where appropriate McKinnon Primary School will contact previous schools if required.
- 2.10. Students will be allocated to classes according to a combination of class size and student need.

3. Evaluation:

- 3.1. This policy is required to be reviewed every three years by School Council.

This policy was last ratified by School Council in: November 2017