

Approved by Council: 2021

Review date: 2024

PURPOSE

The purpose of this policy is to:

- provide clear guidelines and protocols for enrolling at Stratford Primary School
- provide structures and procedures to support students, staff and parents/caregivers in the transition.

SCOPE

This policy applies to all families wishing to enrol at Stratford Primary, all staff and school community members.

POLICY

Under the Education and Training Reform Act 2006 (Vic):

- Schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. This applies to all schools including mainstream, specialist, and government English language schools or centres.
- A child who is aged 5 years or over by 30 April of the year of enrolment may enrol in and attend a government school.
- Every Victorian student has a legislated right to enrol at their designated neighbourhood school (section 2.2.13) and may be enrolled at another school subject to sufficient accommodation (section 2.2.14).
- School enrolment practices must be fair, equitable and comply with state and federal laws. Factors such as ability, history of behaviour or level of engagement with education are irrelevant factors for placement decisions.

DESIGNATED SCHOOL ZONES

The designated neighbourhood school (school zone) is usually the school that is nearest the student's permanent residence, unless the regional director:

- needs to restrict new enrolments at a school
- has designated the neighbourhood boundaries for the school

In regional and rural Victoria, the shortest route method is used which recognises main road networks. Some anomalies can occur; to address this, some adjustments have been to the zones to account for natural barriers such as major rivers and gorges. This section defines the measure of the nearest school:

- If the student resides in the metropolitan region, Ballarat, Bendigo or Geelong, then the nearest school is measured by a straight line from the student's residence.
- If the student resides in any other area, then the nearest school is measured by the shortest practicable route.

School zones are available at [Find My School](#).

PLACEMENT PRIORITY LIST

In circumstances when a school may not be able to accept all applications due to existing or future capacity concerns, schools must manage enrolment applications in accordance with the following priority order of placement:

1. students for whom the school is the designated neighbourhood school
2. students with a sibling at the same permanent address who are attending the school at the same time
3. where the Regional Director has restricted the enrolment, students who reside nearest the school
4. students seeking enrolment on specific curriculum grounds
5. all other students in order of closeness of their home to the school.

APPEALING A PLACEMENT DECISION

Parents and carers are able to appeal against a school's decision not to provide a placement.

In the first instance, parents or carers should lodge a written appeal with the school at which the student has been unsuccessful in gaining a placement.

If this appeal is unsuccessful and parents or carers are not satisfied that their appeal has been adequately considered, they are able to escalate the appeal to the relevant Regional Director.

Our regional office contact details are:

Phone: 1300 338 738

Location: 64-66 Foster St, Sale 3850

IMPLEMENTATION

Enrolment

1. All students who fall within the Department of Education Stratford Primary School zone, according to the [Find My School](#) website, will be accepted.
2. Students outside the Stratford Primary School zone will be placed according to the Placement Priority list, after classroom capacity has been considered. A wait-list may be established if necessary.
3. Parents/carers must provide a birth certificate and an Immunisation History statement from the Australian Immunisation Register upon enrolment. An Immunisation History Statement must be provided even if the child is not immunised. A copy of these documents will be kept on file.
4. In line with DET policy, a student must be enrolled under the name on his/her birth certificate unless new legal documentation with an amended named is provided, such as:
 - a. officially amended birth certificate
 - b. proof of adoption
 - c. court order authorising another name
 - d. supporting documentation , which was not originally available, differs from the name provided during conditional enrolment
 - e. proof is provided that the enrolling parent/carer or the student is using another name under a scheme designed to ensure their safety, such as witness protection.

5. A completed enrolment form is required, prior to admittance. All information provided is recorded on the School's CASES 21 operating system and kept on file in line with DET record keeping requirements.
6. If listed as being asthmatic or anaphylactic a personalised Asthma and/or Anaphylaxis plan must be provided and certified by the student's doctor.
7. Parents/carers will complete an Approval for Publication form, selecting where photos and work samples of their child may be included.
8. Parents/carers will sign the School's Child Safe Code of Conduct.
9. Parents/carers/students will sign an annual Acceptable Use and Care of Devices Agreement.
10. Students new to Victorian schools will be allocated a Victorian Student Number (VSN). This is a unique number which transfers with the student if enrolling in another Victorian School.
11. Student Family Occupation & Education information is collected as part of the enrolment process. This is vital information that affects the funding our school receives and it is important that correct and current details are included. The principal and school business manager are able to help with any questions in this area.
12. Parents/carers must provide, and keep updated, any court orders in relation to access to students, custody arrangements and any other legal information.
13. Parents/carers of students with special needs are asked to contact the school to discuss the specific needs of the student so the student can be supported in the best possible way upon entering the school. It may be necessary to delay enrolment until relevant support systems can be established in the classroom and school in general, and appropriate staff can be employed to support student learning (if required.)
14. Parents/carers considering enrolling will be provided with an enrolment pack which includes an enrolment form, a sample Student Costs form, a hard copy of the latest newsletter, a school business card and a Communications Note outlining how to join the school's closed FaceBook page and SkoolBag. The school's website address will be highlighted as the place to find all current policies.
15. Parents/carers who are considering enrolling kinder students who have special needs should contact the school in May-June of the year prior to enrolment so that applications for support funding can be started.
16. Official enrolment tours will be run in April and October, with other tours taken on request. Where possible students and parents will assist in the tour.
17. Where possible, information about incoming students will be collected. This may be in the form of a kinder transition statement, notes taken at an enrolment interview, a letter written by the new student or his or her family. The purpose of this information is to get-to-know more about the student to aid in a smoother and more welcoming transition.
18. A minimum of one day notice will be given to relevant staff in order to prepare for the new student. This may be longer in the case of a student with additional needs. The first day of

attendance may also be impacted by planned classroom events such as camp, major sporting events etc.

19. Where a number of class placement options exists, the teachers concerned and the principal will make an informed decision about the most appropriate placement based on the social and academic needs of the student concerned, the number of students in each classroom and any other relevant information, including that gained after discussion with family and the previous classroom teacher.
20. Family and Friends will make contact with new families (in person at school or through the class teacher or principal) and present a Welcome Pack and the name of a F & F contact.
21. The student's teacher and Principal will make contact with the family on a regular basis to ensure the student and family are having a smooth transition.
22. An Enrolment/Transition checklist will be completed within a week of enrolment.

Transition

23. All students wishing to enrol at Stratford Primary School will be invited to participate in the term 4 transition program. The program will run over four weeks beginning in November and ending early December.
24. Special arrangements maybe offered to students with special needs.
25. Students transitioning to secondary school will be alerted to any transition sessions offered by local secondary schools.

Transfers

1. Student work samples, assessment data and copies of reports will be forwarded to the new school either by:
 - Registered mailed
 - Hand delivered to the school by Principal or nominee
 - Digitally transferred directly to the new school's Principal.
2. All CASES 21 system information will transfer for the student.

Transferring Student Check list to be completed within a week of the student leaving the school.

Links and references

[Education and Training Reform Act 2006](#)

[Find My School](#)

[Stratford Primary School Website](#)

[Department of Education Schools' Privacy Policy](#)

[Enrolment Form](#)

[Individual Anaphylaxis Plan](#)

[Individual Asthma Plan](#)

[Acceptable Use and care of Devices Agreement](#)

[Department Resources](#)

[Enrolment Policy](#)
[Transition year 6-7](#)
[Exemption from School Attendance or Enrolment](#)

Other Resources:
Enrolment Checklist
Transfer checklist

REVIEW PERIOD

This policy was last updated in 2021 and is scheduled for review in 2024.