MACARTHUR STREET PRIMARY SCHOOL

ENROLMENT POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact Macarthur Street Primary School.

PURPOSE

To explain to our school community the processes and procedures Macarthur Street Primary School will use when enrolling students at our school.

SCOPE

This policy applies to all enrolments at Macarthur Street Primary School. This policy is intended to complement the Department's policy and guidelines on Enrolment, Placement and Admission.

POLICY

♦ 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.

♦ The enrolment policy for our school and supporting processes ought to be transparent and communicated effectively.

IMPLEMENTATION

1. An entitlement list will be established giving priority to:

♦ Those families who reside in the 'zone' as defined in the Government school's Reference Guide (i.e., the nearest school to their permanent place of residence, in a straight line.

♦ Those families with sibling/s currently enrolled.

♦ Those families who have a parent employed by the school.

2. Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th of April of that year) and an immunisation certificate.

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.

4. Other parents seeking early age entry for their children must make a written application to the Regional Director

5. Students with Disabilities and Impairments will be enrolled along with all other eligible children.

6. All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21 unless transferring from another Victorian Government school.

7. Contact will be made with principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interests of the student.

8. Students will be allocated to classes according to a combination of class size and student need.

9. An office staff member will be designated as the Enrolment Officer. A turn around time of enrolment of 24-36 hours.

10. The principal to work with the Enrolment Officer to ensure this policy is implemented as intended.

11. The principal will ensure this policy is communicated to parents through local pre-schools and the school's website.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department polices and guidelines:

• School Policy and Advisory Guide:

REVIEW CYCLE This policy was last updated on the 28 February 2025 and is scheduled for review in February 2027.

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2025
Approved by	Principal
Next scheduled review date	February 2027