



# ENROLMENT POLICY

## Preston West Primary School

### POLICY STATEMENT

Preston West Primary School is committed to providing an efficient process of enrolment that satisfies the needs of students, parents/guardians and the school. The school is committed to a smooth transition into Preston West Primary School.

### BROAD GUIDELINES

1. Preston West Primary School has a ceiling on enrolments ( 725 students) which is an agreement between Preston West Primary School and the Regional Director of North Western Victoria Region on an annual basis.
2. Students should be enrolled in the following priority order unless determined otherwise by the Regional Director:
  - Student's for whom the school is the designated neighbourhood school (straight line distance from the front gate of students home to the front gate of school, as the crow flies).
  - Student's with a sibling who has the same permanent residential address and who will be concurrently attending the school.
  - And if places are available, other students in order of closeness of their home to the school.
  - In exceptional circumstances, students may be enrolled on compassionate grounds where there are significant family or individual circumstances.
3. This policy allows parents/guardians maximum freedom of choice of school while protecting the right of all parents/guardians to arrange the placement of their child in the designated neighbourhood school if they so desire.
4. Guardians will be required to produce physical evidence of their residential address e.g. rates notice, tenant agreement, utilities bills.
5. Students enrolling at Preston West Primary School as part of the Foundation intake will be required to provide proof of age (indicating that they will turn 5 years of age by 30<sup>th</sup> April in their Foundation year) and an immunisation certificate or conscientious objection form.
6. Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
7. The Victorian Government requires that all enrolments will require the completion of the Department of Education and Training (DET) 'Confidential Student Information Enrolment Form'.

8. Students wishing to enrol at our school from a neighbouring school (and Preston West is actually the child's closest school) will be able to do so only following these conditions:
  - Only at the commencement of the year or the beginning of Term 3, unless there is a change of address
  - Where it is a negotiated transfer in collaboration with the Principal of the other school
  - When the child is transferring from a non-government school.
9. The Principal / Assistant Principal may contact the principal of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note and to discuss any academic or matters of health and safety.
10. It is the principal's decision as to which class or group the student is placed.

### **EVALUATION AND REVIEW CYCLE**

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