

Myrtleford P12 College



Enrolment Policy

Rationale/Beliefs:

Myrtleford P12 College has a responsibility to provide a smooth transition for students moving into our college, with a minimum of disruption and maximum support.

Aims:

To provide an efficient process of enrolment that satisfies the needs of both students and the school.

Implementation:

- All children who are eligible to attend a Victorian Government school are welcome to attend our school. We will take account of the diversity of all children including but not limited to the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds and who are vulnerable.
- 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 April of that year) and an immunisation certificate.
- 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.
- Other parents seeking early age entry for their children must make a written application to the Regional Director.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
- Disability access information will be provided to all students on enrolment. Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the DE&T 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.

- Our Assistant Principal will contact 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 for one school day in order that enquiries of the previous school are carried out in the interests of the student.
- Students will be allocated to classes according to a combination of class size and student need.
- Students transferring to the College through disciplinary processes will be supported according to the Regional Second Chance Guidelines.

Basis of Discretion:

Supporting Documents:

Initiated: 11/2008

Previous Reviews:

Last Ratified: 10/2016

Reviewed: 3 yearly

Next Review: 11/2019

Responsibility: Prin