

ENROLMENT POLICY

VISION

At PLPS we endeavour to develop students who are curious, have the capacity to work collaboratively and who connect their learning to the real world. Through learning we seek to foster values that contribute to their development as lifelong learners.

RATIONALE

Pakenham Lakeside Primary School is a government school. All children who are Australian citizens or permanent residents, and who are under eighteen years, are entitled to be enrolled in a government school. They are guaranteed a place in their neighbourhood school and may choose any other school in which space is available.

Children may enter primary school at the beginning of the year that they turn 5 if their birthday falls before the 30th April. Students are not legally obliged to attend school until they turn 6 and many parents delay the entry of children so that they commence school in their 7th year. Pakenham Lakeside Primary caters for students for 7 years, from Prep to Year 6.

A smooth transition enables newly enrolled students to become part of our school with a minimum disruption and maximum support.

AIM

- For Pakenham Lakeside Primary School to admit all children of school age if we are their designated neighbourhood government school, at the beginning of the school year unless an approved alternative placement has been arranged. Schooling is compulsory for students aged from 6-17 years, unless an exemption from attendance has been granted.

GUIDELINES

Before admitting a student the school must:

- Collect relevant admission information
- Obtain a completed enrolment form
- Provide a privacy notice to the enrolling parent, explaining the use to be made of admission information.
- Collect and record an immunisation status certificate

IMPLEMENTATION

For admission, all applicants must be:

- An Australian citizen or a student with the relevant specified visas (see <https://www.study.vic.gov.au/en/international-student-program/primary-school-program/Pages/default.aspx> or 9637 2990 or international@edumail.vic.gov.au)
- Deemed eligible and approved for enrolment by the principal or relevant regional director

INFORMATION REQUIRED FOR ADMISSION:

Enrolment forms are available on CASES21 and must include:

- For applicants who are Australian-born, a birth certificate showing date of birth or equivalent and for non-Australian-born, a passport or travel document, such as a visa. (Note: evidence of date of birth can be official, such as a birth certificate or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age)

- Names and addresses of the student and enrolling parent or guardian
- Details of medical and other conditions that may require special consideration
- Emergency telephone numbers, including a nominated doctor
- The name of the previous school and the student's current year level, where the student is transferring from another school

Immunisation status certificates

Schools are required to:

- Request information from parents on the immunisation status of each child, prior to the enrolment of a primary school student i.e. Official immunisation status certificate. The immunisation status certificate can be obtained from the local municipal council, Australian Childhood Immunisation Register or General Practitioner
- Take a copy of the cited document and record information on the immunisation status of each enrolled child.

Parents or guardians must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised. Homeopathic immunisation is not a recognised form of immunisation and therefore cannot be listed on an immunisation status certificate.

Prospective students will not be prevented from enrolling in primary school if they have not been immunised.

Collecting immunisation status certificated will assist health authorities in protecting students in the event of a vaccine-preventable disease occurrence at the school. An unvaccinated student may be excluded from school for a period of time.

EARLY ENROLMENT

Early age entry must be:

- Requested in writing, to the regional director by parents/guardians
- Approved, in writing by the regional director
- Approved by the principal, where students are transferring from an interstate school to a Victorian government school and, on receipt of evidence to their satisfaction of previous enrolment and full time school attendance.

Note: The regional director will only grant early entry in exceptional circumstances, when there are strong grounds for believing long-term educational disadvantage would otherwise occur.

On admission, the school will consider the following in determining a student's school readiness:

- Entry assessment from kindergarten
- Informal observations to assess development, social and academic needs including literacy and numeracy

Principals have the responsibility to ensure eligibility and approve admission of individuals who:

- Will attend Early Education Programs in special development schools
- Are of compulsory school age, those between 6 and 17 years, who are at least 5 years of age by 30 April in the year of enrolment

Pakenham Lakeside Primary Enrolment Process:

- All families will be interviewed by a member of the Principal class team, prior to enrolment to ascertain an appropriate year level for placement.
- As all children must be aged 5 by April 30th in the year of entry, proof of age is required.
- All enrolments will require the completion of the DET Student Information Enrolment Form that is signed by both parents, with details entered immediately on CASES21.

- In the case of separated families, an Alternative Family form must be completed in addition to the Enrolment form. Both forms must be signed by the relevant parent or caregiver. Where Court Orders are in place, a complete copy of the Court Order must be provided to the school.
- An original birth certificate or passport as proof of date of birth must be sighted and the school will make a photocopy. If born outside Australia, passport / visa or Australian Citizenship must also be sighted and photocopied.
- Documentation to demonstrate to the satisfaction of the school that the student is a permanent resident within the school zone. This could include proof of purchase or rental agreement as well as a recent utilities bill.
- Offers for prep placement commence from mid-June in the year preceding school commencement.
- An enrolment register will be maintained. The enrolment register will be kept up to date by a dedicated member of the school office staff. Changes to the register will be completed on a weekly basis to reflect current student numbers and movement of students into and out of the school. Student destinations will be tracked.
- The principal will consult with the School Council president regarding enrolments.

Enrolment of students residing in the school's zone:

- Contact details from completed application for enrolment forms will be entered into CASES21.
- Parents will be advised of information sessions and school tours which occur from May. This will be done via the school website, posters at local kindergartens, Compass and the school newsletter.

Enrolment of students from outside the school's zone:

- Families residing outside the designated zone will only be offered places if they are available.

Where there are insufficient places at Pakenham Lakeside Primary School for all students who seek entry, students are enrolled in the following DET Priority Order of Placement:

- Students for whom the school is the designated neighbourhood school.
- Students with a sibling at the same permanent address who are attending the school at the same time.
- Students seeking enrolment on specific curriculum grounds.
- All other students in order of closeness of their home to the school.
- The Principal may decide to enrol a student on compassionate grounds where significant Individual or family circumstances exist.

CHILDREN WITH DISABILITIES

Pakenham Lakeside Primary School is an inclusive school and it will provide programs for all students who enrol. A Program for Students with Disability and Impairments will cater for students who have special learning needs.

REVIEW CYCLE

This policy will be reviewed in March 2021 as part of the school review cycle.