This policy was last ratified by School Council in… September 2014

ENROLMENT POLICY

**Purpose:**
To clearly explain the ethos behind enrolment decisions.

**Broad Guidelines:**
As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements. Depending on student numbers in the grade level required for the student/s enrolment the school has the right to enrol children from the local neighbourhood only.

All students and a family member or a caregiver will be interviewed by a senior member of the teaching staff prior to enrolment to ascertain an appropriate year level and learning program.

The enrolment policy of the school will take account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.

It will be an inclusive school and it will provide programs for all enrolees. A Disability and Impairment Program will cater for students who bring special learning needs.

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 done on a weekly basis to reflect current student numbers and movement of students into and out of the school. Student destinations will be tracked.

International students will be enrolled in a manner consistent with the guidelines for enrolment of international students of the Department of Education and Early Childhood Development.

**Implementation:**
The following documents are to be completed and / or provided;
- A completed school enrolment form
- A completed headlice consent form
- A copy of the child’s Birth Certificate
- A copy of the child's Immunisation record

International students require
- A copy of the child’s passport and visa details.

Upon enrolment at Roslyn Primary School each family will be provided with a Student Enrolment Package that will include
- Enrolment form
- Headlice consent form
- School Vision Statement
- General Code of Conduct – applicable to all families and school visitors
- Student Code of Conduct
- Homework Policy
- Anti-Bullying and Harassment Policy

Also included for mid-year enrolments
- Relevant grade level information
- Copy of a Demerit form

**Evaluation:**