



## RATIONALE

All children enrolling at the school deserve a smooth and positive transition that enables them to become part of the school community with maximum support.

## AIM

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

## IMPLEMENTATION

- All eligible children are welcome to enrol at the school.
- Students enrolling as part of the Prep intake must provide proof of age (5 years by 30<sup>th</sup> April of the enrolment year), e.g. birth certificate, and an immunisation certificate issued by ACIR (Australian Childhood Immunisation Register) or the local council.
- A child transferring from an interstate school whose age is less than that required for school enrolment in Victoria will be accepted for enrolment. Proof of age and full-time enrolment interstate must be provided.
- Parents seeking early age entry for their children (other than as in 3.3) must make a written application to the Regional Director.
- Kalinda is an accredited school for international students. Information regarding enrolment of overseas students can be obtained from the International Studies Unit 03 9637 2292
- Students with disabilities and impairments are eligible for enrolment. Concerns relating to resources are insufficient grounds for delayed admission. Delayed admission can only be authorised by the Regional Director.
- A DEECD "Confidential Student Information Enrolment Form" must be completed for all enrolments, and entered on CASES 21. Custody issues must be documented: see 'Custody Issues Policy'.
- Students wishing to transfer enrolment from a neighbouring school may do so
  - at the start of the school year, or the start of Term 3, OR
  - if the Principal of the previous school agrees to the transfer, OR
  - if there has been a change of address which places the student closer, OR
  - if the student is from a non-government school.
- When students transfer from other schools the Principal or nominee will communicate with the previous school regarding the circumstances of the transfer, immunisation certificate, and academic and behavioural matters. The Principal may defer enrolment for one school day to facilitate such communication.
- The Principal or nominee will consult with the School Council regarding enrolments.
- Students will be allocated to classes according to a combination of class size and student need.

## EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.