



ENROLMENT POLICY

PURPOSE

Orchard Grove 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. Orchard Grove Primary School caters for students for 7 years, from Prep to Year 6.

GOALS

- To provide an efficient process of enrolment that satisfies the needs of both students, parents and the school.
- To provide a fair and equitable opportunity to attend Orchard Grove Primary School.

Guidelines

- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- Students enrolling at our school as part of a Foundation/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 Student Program (03) 9637 2990.

- 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 Dept of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- All students will be given a unique student identification number known as the 'Victorian Student Number'.
- The Principal, in consultation with the Staff Consultative Committee and after considering budget and student numbers, will determine the number of classes for the following year and class sizes.
- Staff input will be sought in relation to their teaching preferences for the forthcoming year.
- The Principal will seek input from parents regarding student placement on educational grounds. All parent input must be directed in writing to the Principal.
- In compiling classes teachers will consider gender, the previous class, each student's ability, behaviour and friendship groups.
- Most students will be promoted automatically through the seven years. Repetition of a year level will only be recommended after extensive consultation between parent and staff.
- Once draft classes are completed, the Principal will make any necessary final alterations.
- Staff members will not disclose the composition of proposed classes prior to these announcements.
- Our 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 wishing to enrol at our school from a neighbouring school will be able to do so on the condition that:
 - it is the commencement of the school year or;
 - the commencement of Semester 2 or;
 - if the Principal of the previous school is in agreement with the transfer or;
 - if there has been a change of address that places the student closer to our school than the previous school or;
 - if the student seeking enrolment is from a non-government school.

Concerns regarding the placement of specific students in classes must be directed to the Principal.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:
DET Policy and Advisory Library:

[Enrolment Policy](#)

[Placement Policy](#)

<https://www.findmyschool.vic.gov.au/>

International Student Program (03) 9637 2990

Review Cycle And Evaluation

Ratified by Council 2021

Next scheduled review date 2024