

Enrolment Policy

Rationale:

Victorian government schools are not required to have local enrolment policies as they are required to follow the Department's [Enrolment](#), [Placement](#) and [Admission](#) policies. Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year (or when relevant) unless an approved alternative placement has been arranged.

Aims:

- All children enrolling at our Seville Primary School deserve a smooth transition that enables them to become part of our school with minimal disruption and maximum support.
- We aim to provide an efficient process of enrolment that satisfies the needs of students, their families and the school.

Implementation:

- All children who are eligible to attend a Government school are welcome to attend Seville Primary School.
- Students enrolling at Seville, as part of the Foundation (Prep) intake, will be required to show proof of age, (indicating that they will have turned five years of age before the 30th April of that year), an immunisation certificate and proof of address.
- 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 pending approval from North Eastern Victorian Region. Evidence of age and full time enrolment at the previous interstate school must be provided.
- Where there are insufficient places at the school for all students who seek entry, students are enrolled in the following priority order:
 1. Students for whom the school is the designated neighbourhood school as defined by the designated neighbourhood boundaries map (see below).
 2. Students with a sibling at the same permanent address who is attending the school at the same time.
 3. Where the Regional Director has restricted the enrolment, students who reside nearest the school.
 4. Students seeking enrolment on specific curriculum grounds.
 5. All other students in order of closeness of their home to the school.
 6. In exceptional circumstances, compassionate grounds.
- Extenuating enrolments will be at the discretion of the Principal.
- 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 on (03) 9637 2202.
- 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 DET 'Confidential Student Information Enrolment Form' with details entered immediately on CASES 21.
- Students from a neighbouring school wishing to enrol at Seville Primary School, will be considered if both Principals agree the transfer will be in the best interest of the student. The 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 other matters.
- Students will be allocated to classes according to a combination of class sizes and student needs.

Kinder to Foundation(Prep) Transition:

Seville Primary offers a supportive Kinder to Foundation(Prep) Transition Program to enable children to adjust to the changes in routine, structures and environment and ensure a smooth transition for all children. Our program will ensure that your child's Foundation/Prep year is one of the most successful in their

learning journey. In order to achieve this, we do need your support and more importantly trust in the decision/s we make for **all** children in their first year of schooling with regards to class placement.

Enrolment is conducted as above with the following additions:

- It is preferred that students attend all transition events planned for the year.
- All children **must** attend the kinder to foundation/prep transition day in December.

Additional and Relevant Documents:

- SPS Inclusion and Diversity Policy
- SPS Parent Payment Policy
- SPS Child Safe Policy
- DET Enrolment, Placement and Admission Policies,

Policy evaluation and review

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

This policy was ratified by School Council in 2019.

This policy will be reviewed by School Council in 2022.

