RATIONALE

This policy aims to clearly outline Blackburn Lake Primary School (BLPS) enrolment procedures and to ensure that all eligible students are provided with enrolment opportunities at BLPS.

IMPLEMENTATION

As a school within the Victorian public sector, BLPS will comply with all government and department enrolment requirements. [http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx](http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx)

The enrolment policy of the BLPS will take account of all requirements of laws including and in relation to:

- discrimination
- equal opportunity
- privacy
- immunisation

In addition, BLPS’ approach to enrolment is guided by the following key principles in order of priority:

1. Provide each student with a place in their designated Neighbourhood School. (The school that is nearest ‘in straight line distance’ to a student’s usual place of residence.)
2. Provide a place for students with a brother or sister who has the same permanent residential address and will be concurrently attending the school.
3. Provide for students in order of closeness of their home to the school.
4. Provide enrolment for students on compassionate grounds where there are significant family or individual circumstances.
5. Provide enrolment for all other students depending on the BLPS whole-school enrolment profile and the number of children in a particular year level.

The following additional guidance is offered to families seeking admission to BLPS:

- Out of boundary applications will be accepted in order of closeness to school and notification of acceptance will be issued by August 1st in the year preceding the enrolment.
- Out of boundary applications after this date will be accepted at the discretion of the principal.
- Parents are encouraged to bring their child to all transition & orientation sessions to provide the best possible start at BLPS.

The practical implementation of this policy ensures that:

- an enrolment register is maintained.
- the enrolment register is kept up to date by an assigned member of the school office staff.
- changes to the register are made on a regular basis to reflect current student numbers and movement of students into and out of the school.
- enrollees have turned five by the 30th April in the year in which they start school.
- date of birth (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) documentation is provided to BLPS.
• names and addresses of the student and enrolling parent or guardian are provided to BLPS.
• details of medical and other conditions that may require special consideration are provided to BLPS.
• emergency telephone numbers, including a nominated doctor is provided.
• the name of the previous school and the student’s current year level, where students transfer from another school is provided.

Upon enrolling BLPS is required to:
• request information from parents on the immunisation status of each child, i.e. primary student, prior to enrolment 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.
• obtain a completed enrolment form.

For admission, all enrollees must be:
• an Australian citizen, or a student with relevant specified visas, see: International Student Program
• deemed eligible and approved for enrolment by the principal or relevant regional director.

EVALUATION
This policy will be reviewed within three years.

RATIFIED BY SCHOOL COUNCIL:

November 18 2014