



STUDENT SCHOOL ENROLMENT POLICY BLACKBURN LAKE PRIMARY SCHOOL Florence Street Blackburn 3130

RATIONALE

As a Victorian public school, Blackburn Lake Primary School (BLPS) welcomes children to our school to participate in the enjoyment of 'Learning Together' at BLPS.

AIMS

This policy aims to outline 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 Department of Education and Training enrolment requirements as set out here:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>

The practical implementation of this policy ensures that:

- an enrolment register is created for each enrolment year;
- the enrolment register is kept up to date by an assigned member of the school office staff; and
- 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.

For the purpose of maintaining the enrolment register, parents and guardians must provide the following information to the school:

- evidence that enrollees have turned five by the 30th April in the year in which they start school;
- date of birth documentation (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)
- 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 or guardians on the immunisation status of the child in the form of an immunisation status certificate. (This 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
- deemed eligible and approved for enrolment by the principal or relevant regional director.

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

- Parents are encouraged to bring their child to all transition & orientation sessions to provide the best possible start at BLPS.

EVALUATION

This policy will be reviewed within three years.

RATIFIED BY SCHOOL COUNCIL: 26th July, 2016

PRINCIPAL: Loisia Steed **SCHOOL COUNCIL PRESIDENT:** Mark Eaton