

Rationale

All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

Aims

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

Implementation

- Eligible children and young persons have the right to be admitted to their designated neighbourhood government school, regardless of capacity. Accordingly, all students that reside within the area of a designated neighbourhood school (referred to as a 'school zone') must be offered a place when seeking enrolment.
- All students who seek enrolment in a school outside of their designated neighbourhood school should be enrolled in that school if:
 1. there is sufficient accommodation at the school
 2. this request for enrolment aligns with the school's enrolment management plan
- In circumstances when a school may not be able to accept all applications due to existing or future capacity concerns, schools must manage enrolment applications in accordance with the following priority order of placement:
 1. students for whom the school is the designated neighbourhood school
 2. students with a sibling at the same permanent address who are 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.
- In exceptional circumstances, a student may be enrolled at a school on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement.
- When considering an application or appeal on compassionate grounds, schools and regional staff can request that families provide further evidence. Supporting evidence may include, but is not limited to:
 1. legal documentation
 2. reports from allied health and/or medical professionals, Department of Families, Fairness and Housing Practitioners, Victoria Police, family violence services or court orders.
- Students enrolling at Wilandra Rise Primary School as part of a Foundation intake will be required to provide proof of visa eligibility, proof of age (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate.



- 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 Studies Unit (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 Department of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.
- The school highly encourages all enrolments to be received by end of term two in the year prior to commencing school
- Students will be allocated to communities according to a combination of class size and student need.

Evaluation

Created date	June 2022
Consultation	Principal
Endorsed by	School Council
Endorsed on	8 June 2022
Next review date	2025

To be reviewed as part of the school's three-year review process.