

## Enrolment Policy

### 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

- 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.
- Parents/Guardians may be asked to provide Proof of Residency to ensure they reside within our neighbourhood boundary.
- All students residing within our designated neighbourhood boundary, providing all other enrolment criteria are met, are eligible for enrolment at Wilandra Rise Primary School.
- Students residing outside our designated neighbourhood boundary will have their enrolment considered on a case-by-case basis.
- Parents/Guardians of students coming from a local school must inform their school principal of their intent to leave prior to enrolment at Wilandra Rise Primary School. Our Principal Class team will then contact the principal of the previous school seeking transfers and to discuss any academic or behavioural matters.
- 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

This policy will be reviewed as part of the school's annual review process.