



Enrolment Policy

Mt Martha Primary School

Rationale:

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

Aims:

- 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 Victorian Government school are able to attend our school if they reside within the South Eastern Victorian Region of DET (SEVR) designated neighborhood boundaries for MMPS or have siblings already enrolled at MMPS.
- The designated neighborhood school is the school that is nearest the student's permanent residence, unless the regional director needs to restrict new enrolments at a school that has designated the neighborhood boundaries for the school.
- Families residing outside our school's designated neighborhood boundaries will be placed on a waiting list for 'consideration for enrolment'. Should our school have vacancies in the Year levels required by the family an offer will be made following the priority order below;

Priority order of placement

1. Students for whom the school is the designated neighborhood 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.
6. In exceptional circumstances, compassionate grounds.

Enrolment Process

- All enrolments will require the completion of the Dept of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21 and then populate into Compass our online parent portal. Applicants will also need to provide proof of address to support their enrolment application.
- One of the Principal class may contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer and to discuss any academic or behavioural matters. The principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.

- Students will be allocated to classes according to a combination of class size and student need.

Prep Students

- Students enrolling at our school as part of the Prep intake will be required to provide proof of age (indicating that they will have turned 5 years of age by the 30th April of the year of commencement) and an Immunisation History Statement (plus priority order see above).
- 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. Evidence of age and full-time enrolment at the interstate school must be provided.
- Other parents seeking early age entry for their children must make a written application to the Regional Director – see Early Enrolment policy.
- Parents whose enrolment request is on the waiting list will be advised of the outcome early in Semester 2.

Overseas Students

- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (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.

Evaluation:

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

This policy presented and passed by School Council on 14th March 2019
New review date February 14th, 2022