



## Sebastopol Primary School

P.O. Box 246  
Warreen Street  
Sebastopol 3356

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# Enrolment Policy

## PURPOSE

A smooth transition enables newly enrolled students to become part of our school with a minimum of disruption and maximum support.

## AIM

For Sebastopol Primary School to admit all children of school age if we are their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged. Schooling is compulsory for students aged from 6 to 17 years unless an exemption from attendance has been granted. Every Victorian student has a legislated right to enrol at their designated neighbourhood school and may be enrolled at another school subject to sufficient accommodation.

## GUIDELINES

Before admitting a student schools must:

- Collect relevant admission information
- Obtain a completed enrolment form
- Provide a privacy notice to the enrolling parent explaining the use to be made of admission information.
- Collect and record an immunisation status certificate

## IMPLEMENTATION

For admission, all applicants must be:

- An Australian citizen, or a student with relevant specified visas, see: '*Vic Gov't Schools: International Student Program*', call on 9637 2990, or email [international@edumail.vic.gov.au](mailto:international@edumail.vic.gov.au)
- Deemed eligible and approved for enrolment by the principal or relevant regional director.

## INFORMATION REQUIRED FOR ADMISSION

Enrolment forms are available on CASES21 and must include:

- For applicants who are Australian-born, a birth certificate showing date of birth or equivalent and for non-Australian-born, a passport or travel document such as a visa. (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
- Details of medical and other conditions that may require special consideration
- Emergency telephone numbers, including a nominated doctor
- The name of the previous school and the student's current year level, where students transfer from another school.

## IMMUNISATION STATUS CERTIFICATES: PRIMARY STUDENTS

Schools are 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.



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- Take a copy of the sighted document and record information on the immunisation status of each enrolled child.

Parents or guardians must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised. Note: Homeopathic immunisation is not a recognised form of immunisation, and therefore cannot be listed on an immunisation status certificate. Prospective students will not be prevented from enrolling in primary school if they have not been immunised.

Collecting immunisation status certificates will assist health authorities in protecting students in the event of a vaccine-preventable disease occurrence at the school. An unvaccinated student may be excluded from school for a period of time.

### EARLY AGE ENTRY

Early age entry must be:

- Requested in writing to the regional director by parent/guardians
- Approved in writing by the regional director
- Approved by the principal, where students are transferring from an interstate school to a Victorian government school, and on receipt of evidence (to their satisfaction) of previous enrolment and full-time school attendance.

*Note: The regional director will only grant early entry in exceptional circumstances when there are strong grounds for believing long-term educational disadvantage would otherwise occur.*

On admission schools consider the following in determining a student's school readiness:

- Entry assessment from kindergarten;
- Informal observations to assess development, literacy and numeracy and academic and social needs.

Principals have the responsibility to ensure eligibility and approve the admission of individuals who:

- Will attend Early Education Programs in special developmental schools
- Are of compulsory school age, those aged between 6 and 17 years who are at least 5 years of age by 30 April of the year of enrolment.

### EVALUATION

This policy will be reviewed as part of the school's three-year review cycle or more often if necessary due to changes in regulations or circumstances.

This document was last ratified by School Council in <MONTH> <YEAR>.



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# Appendix 1: EAL Enrolment Form

## Sebastopol Primary School: Confidential Information Form for EAL Students

### PERSONAL DETAILS

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Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Is this the country that you last lived in? \_\_\_\_\_

YES | NO

If 'no', what was the last country you lived in? \_\_\_\_\_

### SCHOOLING

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Have you ever been to an English Language Centre in Australia? \_\_\_\_\_

YES | NO

If 'yes', when and for how long? \_\_\_\_\_

How many years have you attended school? \_\_\_\_\_

How many schools have you attended, and in what country(s)? \_\_\_\_\_

Have you had instruction in English at those schools? \_\_\_\_\_

YES | NO

If so, for how many years and how many hours per week? \_\_\_\_\_

Were there times when you had no school? \_\_\_\_\_

YES | NO

If 'yes', for how long? \_\_\_\_\_

YES | NO

Can you read, write and speak in your first language? \_\_\_\_\_

YES | NO

Can you read, write and speak in any other languages? \_\_\_\_\_

YES | NO

Can your parents read and write in their first language? \_\_\_\_\_

YES | NO

Other relevant information \_\_\_\_\_

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