ENROLMENT POLICY

Rationale:
All children enrolling at our College deserve a smooth transition that enables them to become part of our College 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 College.

Implementation:
• All children who are eligible to attend a Victorian Government school are welcome to attend our College.
• Students with disabilities and Impairments will be enrolled along with all other eligible children.
• Students wishing to enrol at our College or transfer from a neighbouring school will be able to do so, on the condition that it is the commencement of the school year or the commencement of Term 3.
• An enrolment enquiry form will be completed by the office and given to the enrolment registrar.
• Our enrolment registrar will contact leaders of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interests of the student.
• Our enrolment registrar will contact the enrolling student’s family or guardian(s) regarding the outcome of their enquiry after gaining the necessary information from their previous school.
• The enrolment pack will contain a Confidential Student Information Enrolment Form and any relevant policies, procedures and information needed to provide an efficient process of enrolment that satisfies the needs of both the student and the College.
• All enrolments will require the completion of the Department of Education ‘Confidential Student Information Enrolment Form’, with details entered immediately on CASES21.
• Proof of current residence is to be provided to the enrolment registrar and will be placed in the student’s file.
• Exit forms are to be completed before a student leaves or transfers from their current school.
• Students will be allocated to classes according to a combination of class size, timetable requirements and student needs.
• The enrolling student and their family or guardian(s) are to attend a meeting where the enrolment documents, process and information are discussed. Other meetings may be organised at the request of the principal, enrolment registrar, welfare coordinator or parent(s)/guardian(s).
• On commencement at the College, students will be required to wear the Narre Warren South P-12 College uniform as listed in the Uniform Policy. Students are also required to have the appropriate books/textbooks as listed in the Narre Warren South P-12 College booklist.
• Students will be informed of allocated Home Group and House on enrolment. Students will be provided with a timetable and any other appropriate information on enrolment date.

Evaluation:
The effectiveness of this policy will be reviewed as part of the College’s four year review cycle.