

ENROLMENT POLICY

Position Held On Council:	Name:	Date:
President:	Mara Richards	21 st July, 2021
Principal:	Sarah Broster	21 st July, 2021
	Date To Be Reviewed:	July, 2024



Help for non-English speakers

If you need help to understand the information in this policy please contact the Administration Office.

RATIONALE

All children who are eligible to attend a Victorian Government School are entitled to attend. Robinvale College caters for students from Foundation to Year 12.

AIMS

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

IMPLEMENTATION

- Students enrolling at our school as part of a Foundation intake will be required to provide proof of age (indicating that they have turned 5 years of age by 30th April of that year) and an immunization certificate.
- 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.
- 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. Delayed admissions can only be authorized by the Regional Director.
- All enrolments will require the completion of the Department of Education & Training's 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- The Principal or nominee will contact Principals of previous schools of all students seeking transfers to discuss the circumstances of transfer. The Student Records Manager will seek a transfer note or an immunization certificate (if enrolling), 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 the school policy on class structures.

EVALUATION

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