



RATIONALE:

All children enrolling at Frankston Primary School deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

AIM:

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

IMPLEMENTATION:

- All children who are eligible to attend a Victorian Government school are welcome to attend Frankston Primary School.
- Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year), an immunisation and birth 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 along with all necessary enrolment documentation.
- 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.
- When presented for enrolment, all children must be enrolled in the name that appears on his/her birth certificate. If a child is born in Australia and the enrolling parent says that a birth certificate is currently not available, the child can be enrolled in the name that the enrolling parent says will appear on the birth certificate, on the understanding that the parent will provide a copy of the certificate. The parent should be advised that if a birth certificate is subsequently provided by any person with a different name to that advised to the school, the school's records will be changed to record the name on the birth certificate. If a child is born outside Australia and a birth certificate cannot be produced, enrolment should be in the name indicated in a passport or on official travel documents (for instance, visa). The **enrolment name may differ** from the **name on the birth certificate** and changes may be made to existing records only if at least one of the following conditions is met:
 1. Production of a birth certificate which has been amended to another name
 2. Production of a court order authorising the use of another name
 3. Proof of adoption authorising the use of another name
 4. Proof that the enrolling parent and/or the child are subject to witness protection or some other similar scheme designed to ensure their safety and the use of another name for the child is necessary to maintain the safety and well being of the enrolling parent and/or child.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children.

- All enrolments will require the completion of the Department of Education ‘Confidential Student Information Enrolment Form’, with details entered immediately on CASES.
- The Assistant Principal or delegate will contact Principals 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 for one school day in order that enquiries of the previous school are carried out in the interests of the student.
- Students who enrol at the school during the year will be allocated to classes according to a combination of class size and student need. Class placement may be temporary, with the possible need to alter the placement once further information regarding the child is known.

DEVELOPED	2018
PRINCIPAL	Renée Kennedy
SCHOOL COUNCIL PRESIDENT	Chad Wilson
EVALUATION	This policy will be reviewed as part of the school’s three year review cycle, or as required due to changes in relevant Acts, Laws, DET mandates, or should situations arise that require earlier consideration.