

ENROLMENT POLICY

GENERAL STATEMENT

Thomastown West Primary School aims to provide an efficient and effective enrolment process that satisfies the needs of student and school community.

RATIONALE

The general principle underlying the Department of Education and Training (DET) policy is to provide children of school age with the right to a place in their designated neighbourhood school. Additionally, all children enrolling at Thomastown West Primary School deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

IMPLEMENTATION

- Thomastown West Primary School values inclusivity and all children who are eligible to attend a Victorian Government school are welcome to enrol.
- Thomastown West Primary School Enrolment folders will be available from the school office and will include an enrolment form and a privacy notice.
- Completed student enrolment applications need to be accompanied by original or certified copies of:
 - Birth Certificate
 - Immunisation Certificate/status
 - Visa or Immicard (where applicable)
 - Proof of residential address (eg, rental agreement, rates notice, utilities bill)
- Student Enrolment applications for Prep students are welcomed in the year prior to the school start and parents/carers are encouraged to complete enrolment forms as early as possible. Information and school tours are available via the school transition programs and individual tours can be booked directly through the school office.
- Information regarding the enrolment of overseas students can be obtained from the International Education Division (03) 9651 3700.
- Students with Disabilities and Impairments will be enrolled with all other eligible children.

**THOMASTOWN WEST PRIMARY SCHOOL
POLICY**

Students wishing to enrol from a neighbouring school will need to satisfy the following criteria, Either:

- It must be the commencement of the school year or the commencement of term 3, or
 - The student has changed address which places them closer to Thomastown West Primary School, or
 - The student seeking enrolment is from a non-government school, or
 - The Principal of the previous school agrees to the transfer. (in these circumstances, parents and carers need to be aware that the Principal of the student's current school will be contacted to discuss the reasons for the enrolment request, seek a transfer note, request the student's personal file and discuss academic and wellbeing issues.)
- On completion of enrolment, students will be allocated to classes according to a combination of class size and student need.

EVALUATION

This Policy will be evaluated as part of Thomastown West Primary School's policy review cycle

RESOURCES

This policy is supported by the school Enrolment Procedures document.