

## PROCEDURES TO MANAGE ENROLMENTS

### RATIONALE

In order to comply with DET standards and provide an efficient and effective enrolment process for families and the school community, the school will observe the following procedures:

### AIM

- To provide a system for the recording and monitoring student enrolments
- To provide documentation to assist the teacher in charge or officer in charge to streamline enrolments
- To provide a system to effectively and efficiently communicate new enrolments

### IMPLEMENTATION

The enrolment officer will follow the school enrolment procedures as:

- Initial Inquiry either by phone or in person will be dealt with efficiently
- Prospective students and their families will be offered a school tour with Principal or nominated delegate
- Enrolment Form to be filled in and checked by the Enrolments Officer
- Applicant must complete relevant sections, which will be checked on completion by the Enrolments Officer. H
- Assistance will be offered where needed and where appropriate the school will be able to offer assistance in an additional two languages other than English.
- Enrolments Officer to check the following :
  - Proof of student residential address
  - Birth Certificate or Identity documents
  - Australian Childhood Immunization Register (ACIR) Immunisation History Statement
  - Copy of any family law or other relevant court orders
  - Copy of medical/healthcare or emergency action plan
  - Evidence of disability or other support needs, including any learning and support plans where appropriate.
- Visa holders will also be asked to provide:
  - passport or travel documents
  - Immi Card for the student
  - Authority to enrol/ evidence visa has been applied for
- Families to complete the following forms within the enrolment pack:
  - ICT Acceptable Use Agreement
  - Permission to Publish Student Images
- Enrolments officer will inform the Assistant Principal of the future enrolment once the application form is complete.
- Assistant Principal will contact previous school to gain background information and learning needs of the student(s)
- Principal or Assistant Principal will assign a temporary class to the new student
- Enrolments Officer will communicate the new enrolment (student name, grade, classroom and teacher) to all school staff via Compass School Manager.
- After two weeks the Team Leader will liaise with the Principal or Assistant Principal as to whether the student needs to change classes or stay in current classroom.
- Team Leader or teacher will liaise with the Assistant Principal as soon as is practicable about any additional leaning needs (EAL, PSD)