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. 
• 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:
  o Proof of student residential address
  o Birth Certificate or Identity documents
  o Australian Childhood Immunization Register (ACIR) Immunisation History Statement
  o Copy of any family law or other relevant court orders
  o Copy of medical/healthcare or emergency action plan
  o Evidence of disability or other support needs, including any learning and support plans where appropriate.
• Visa holders will also be asked to provide:
  o passport or travel documents
  o Immi Card for the student
  o Authority to enrol/ evidence visa has been applied for
• Families to complete the following forms within the enrolment pack:
  o ICT Acceptable Use Agreement
  o 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)