



ENROLMENT POLICY

PURPOSE:

Enables newly enrolled students to become part of our school with a minimum of disruption and maximum support.

AIM:

For Aitken Hill Primary School to admit all children of school age if we are their designated neighbourhood government school at the beginning of the school year (or when relevant) unless an approved alternative placement has been arranged.

PLACEMENT PROCESS:

Students applying for placement at Aitken Hill Primary School are enrolled in the following priority order, as per Department of Education guidelines:

1. Students for whom the school is the designated neighbourhood government school.
2. Students with a sibling at the same permanent residence who are attending the school at the same time.
3. Where the regional director has restricted the enrolment, students who reside nearest the school
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to Aitken Hill Primary School.
6. In exceptional circumstances, compassionate grounds.

Families applying under priority order item 1: Students for whom the school is the designated (closest) neighbourhood government school.

All parents applying under this item in the priority order, will be asked to demonstrate permanent residency in the neighbourhood area. The following documents can be used to establish permanent residence: 100 Points of Identification:

70 points (Choose 1)

- * Property lease / rental agreement in the parent name
- * A council rate notice in the parent name

30 points (Choose 1)

- * A Gas, Water or Electricity bill in the parent name
- * Motor vehicle registration / insurance in the parent name
- * Property insurance papers in the parent name
- * Centrelink or social security card (current) in the parent name
- * Department of veterans affairs card in the parent name

Please also note the following:

- * It is the responsibility of the family to provide satisfactory evidence to the school.
- * Only one family per residential address will be enrolled.
- * An enrolling student is expected to live with his/her parents. Staying with a relative or friend does

not qualify as permanent residence unless supported by the relevant papers endorsed by the Family Court of Australia.

If you are unable to provide this information for any reason, please contact the Enrolments Officer at Aitken Hill Primary School.

GUIDELINES:

Before admitting a student, schools must:

- **for students transferring from another Victorian government school**, import student information using CASES21; and provide parents with the Student Enrolment Form for validation of student information and for signatures;
- **for students who are new to the government system**, obtain a completed Student Enrolment Form.

For all students, schools must:

- collect relevant admission information
- provide a privacy notice to the enrolling parent explaining the use to be made of enrolment information (see privacy notice on page 1 of Enrolment Form). For admission, all applicants must be:
- an Australian citizen, or a student with relevant specified visas or [Immicard](#) see : [International Student Program](#)
- deemed eligible and approved for enrolment by the principal or relevant regional director.

IMPLEMENTATION:

For admission, all applicants must be:

- An Australian citizen, or a student with relevant specified visas, see: Vic Gov't Schools - International Student Program on 9637 2990 or international@edumail.vic.gov.au
- Deemed eligible and approved for enrolment by the Principal or relevant Regional Director.

Information required for admission:

Enrolment forms are available on CASES21 and must include:

- For applicants who are Australian-born, a birth certificate showing date of birth or equivalent and for non-Australian-born, a passport or travel document such as a visa. (Note: evidence of date of birth can be official, such as a birth certificate or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age). A copy will be taken of this document and kept in the students file.
 - Names and addresses of the student and enrolling parent or guardian
 - Details of medical and other conditions that may require special consideration
 - Emergency telephone numbers, including a nominated doctor
- The name of the previous school and the student's current year level, where students transfer from another school.

Occasionally families apply for Aitken Hill Primary School because child custody arrangements have changed. In this case, families are asked to provide documents verifying new living arrangements for

a child. This may be a revised Parenting Plan, documenting new guardianship arrangements, or relevant Family Court orders.

Appeals—in cases where the school does not provide an enrolment place to a student

Any appeals by parents/guardians against the school's decision not to provide a placement are:

- considered by the placement committee at the school (Principal or delegate, sub-school leader and enrolments officer);
- escalated to the regional director when they cannot be resolved by the desired school.

Appeals are considered based on the following Department placement principles:

- provide each child with a place in the designated neighbourhood school;
- provide parents/guardians with an opportunity to enrol their child at the same school as an older sibling who resides at the same address;
- allow parents/guardians to send their child to any alternative school where space is available;
- contain enrolments in each school within the limits of available resources as determined by the regional director.

FURTHER INFORMATION:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx>