



DONVALE PRIMARY SCHOOL

SCHOOL ENROLMENT POLICY

Enrolment - <http://donvaleps.vic.edu.au/wp-content/uploads/2011/03/Enrolment-Form.pdf>

As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements. The school will be a school without a zone but with a neighbourhood and it will take all students who make inquiries from its neighbourhood.

For children in Victoria, the designated neighbourhood Government school is generally the school that is nearest the student's home. If the student resides in the Melbourne metropolitan region, Ballarat, Bendigo or Geelong, the designated neighbourhood school is measured by a straight line from the student's residence to the school's front gate. If the student lives in any other area of Victoria the nearest school is measured by the shortest practicable route.

In some instances, where there is pressure on enrolment capacity, the [Department of Education and Training](#) may designate a neighbourhood zone for a particular school campus, which means the school has a restricted enrolment. This may result in some students being designated to a school that is not the closest school to their home.

All students and a family member or a caregiver will be interviewed by a senior member of the teaching staff prior to enrolment to ascertain an appropriate year level and learning program.

The enrolment policy of the school will take account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.

It will be an inclusive school and it will provide programs for all enrollees. The Program for Students with Disabilities (PSD) will cater for students with special learning needs.

An enrolment register will be maintained. The enrolment register will be kept up to date by a dedicated member of the school office staff. Changes to the register will be done on a weekly basis to reflect current student numbers and movement of students into and out of the school. Student destinations will be tracked.

International students will be enrolled in a manner consistent with the guidelines for enrolment of international students of the Department of Education and Early Childhood Development.

Date Ratified	14 th June 2017
Author	Education Sub-Committee / School Council
Approved By	School Council
Approval Authority	Lena Clark (Principal) 14 th June 2017
Responsible for Review	Principal / Assistant Principal
Review Date	2020

