



School Enrolment Policy



Respect

Learning

Teamwork

Perseverance

1. **Rationale:**

To ensure that schools enrol eligible students, maintain enrolment data and maintain their custodial role

2. **Aims:**

As Neerim South Primary School is within the Victorian public school sector, our school will comply with all government and department enrolment requirements. The school is not a DET zone school

3. **Implementation:**

- A family member or care giver of any student transferred into the school will be interviewed by the Principal or Acting Principal prior to the 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.
- NSPS is an inclusive school and it will provide programs for all enrollees. A Program for Students with Disabilities (PSD) will cater for students who have 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.
- 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

4. **Evaluation:**

This policy will be reviewed as part of the school's five-year review cycle.

5. **Revision History:**

Date	Description	Author
19/08/2019	Approved and endorsed by School, Council	Environment SC