



# Portland South Primary School

## ENROLMENT Policy

### **Rationale:**

This policy outlines the requirements for enrolment at Portland South Primary School (PSPS). Typically, this policy covers who is eligible to enrol, how to enrol and other related information.

### **Aim:**

To provide a fair and efficient process of enrolment that satisfies the needs of both students and the school.

### **Enrolment Implementation:**

- As a school within the Victorian public school sector, we will comply with all government and department enrolment requirements. The school will adhere to the DET policy.
- The enrolment policy of the school will take account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.
- Enrolment forms and school tours will be provided for families who wish to enrol at Portland South Primary School. We strongly encourage families to tour their local school before enrolment. Please see website [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au) to check if PSPS is your nearest school.
- All enrolments are provisional and will require the completion of the 'Portland South Primary School Student Enrolment Information Form', and other documents supporting their admission, primarily their birth certificate.
- Portland South Primary School will keep copies of sighted documents (Note: for primary students this includes an immunisation status certificate), maintain and update student details obtained on enrolment.
- Students enrolling at our school as part of a Foundation (Prep) intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate issued by the Australian Immunisation Register.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- Other parents seeking early age entry for their children must make a written application to the Regional Director.
- Students with Disabilities and Impairments will follow the enrolment process of all other eligible children.
- Portland South Primary School will keep all information confidential and managed in accordance with the Department's Privacy Policy and Victorian privacy laws.

Note: At initial enrolment a Victorian Student Number (VSN) is allocated to a student in the name certified in admission documents. When students transfer between schools, the name will remain as the name attached to the VSN, unless new legal documentation with an amended name is provided see: Department resources

### **General Communication**

Portland South Primary School website will provide all the relevant enrolment information.

The Portland South Primary School office will also have hard copies of all enrolment information available.

### **REVIEW CYCLE AND EVALUATION**

This policy was last updated on and is scheduled for review in 2022.

This policy was last reviewed in November, 2021