



ENROLMENT POLICY

PURPOSE

All new students eligible for enrolment at Broadmeadows Valley Primary School deserve a smooth transition that enables them to become part of the school with a minimum of disruption and maximum support. The purpose of this policy is to provide an efficient and effective process of enrolment that complies with DET policies and processes and school requirements. This policy also seeks to ensure that accurate and current data is obtained and recorded during the enrolment process.

SCOPE

This policy applies to parents/guardians wishing to enrol their child at Broadmeadows Valley Primary School. The policy also applies to all school staff responsible for enrolling students at BVPS.

POLICY

The Department of Education and Training (DET) requires all schools to adhere to the following directives:

Admission Policy

- Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged.
- A Student seeking admission must be an Australian citizen, or a student with relevant specified visas: see [International Student Program](#).
- Students must be deemed eligible and approved for enrolment by the principal or relevant regional director.
- Students enrolling at the school as part of a prep intake will be required to provide proof of age (indicating that they are at least 5 years of age by the 30th April of the year of enrolment) and an immunisation status certificate.
- 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.
- Parents seeking early age entry for their children must make a written application to the Regional Director.
- Students with disabilities or impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the DEECD 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.

Placement Policy

Students have access to designated neighbourhood schools and others subject to limitations through:

- Eligible children having the right to be placed in their designated local school.
- The designated local school being the school that is nearest the student's permanent residence. The nearest school is formally measured by a straight line from the student's residence to the school.

Transfer Policy

School principals approve transfers when:

- The student residence changes and is now closer to a different government school (where requested).
- Transfer is sought from an Australian school outside the state system.
- The transfer is sought at the commencement of the school year or term 3.
- Transfer is requested (other than those instances cited above) by a parent/guardian and the principal of each school involved supports the request.

IMPLEMENTATION GUIDELINES

For eligible new students seeking to enrol at Broadmeadows Valley Primary School:

- Students will not be enrolled prior to an enrolment interview and are not officially enrolled at the school until the enrolment forms are processed and entered on CASES21
- Parents/guardians will make an appointment to attend an enrolment interview prior to enrolment. Relevant non-confidential information gathered at this meeting will be provided to the Learning Neighbourhood Leader prior to transition, to ensure a safe and supportive beginning.
- The Student Wellbeing Leader is the principal's delegate for student enrolment processes and will contact the principal/nominee of the previous school to discuss specific circumstances related to the transfer request and/or academic or behavioural matters.
- The principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student and both schools.
- The Student Wellbeing Leader or office staff will formally request transfer note, birth certificate and immunisation status form.
- The Student Wellbeing Leader will determine if the visa status of students enrolling from overseas means they are eligible to attend Collingwood English Language School Broadmeadows Campus (CELS). If so, the details will be forwarded to CELS and an assessment arranged.
- Newly enrolled students will participate in a formal assessment schedule managed by the receiving Learning Neighbourhood leader (see Appendix 1).
- Assessments will be conducted by the home group teacher or delegate. Home group teachers may be released by Learning Neighbourhood leaders to conduct assessments.
- The assessments will begin within 2 days of the student commencing at BVPS and will be completed during the following 5 school days.
- Assessment data will be recorded and then shared with relevant staff at Curriculum Planning and Design sessions.
- New students will be allocated to classes according to a combination of class size, student needs and other contextual circumstances to be determined by the Student Wellbeing Leader in consultation with relevant staff.

COMMUNICATION

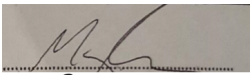
This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at annual staff briefings/meetings

- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

EVALUATION AND RATIFICATION

The BVPS Enrolment Policy is current for the beginning of the school year and will be reviewed as part of the school's three-year review cycle or earlier in the event of any changes to DET Policy and mandates. Broadmeadows Valley Primary School will monitor and review the effectiveness of this policy and revise the policy at least once every three years.

Policy	BVPS ENROLMENT POLICY
BVPS Council President	Signed: 
BVPS Principal	Signed: <u> C. Ziano </u>
Reviewed	August 2021
Ratified	 / /2021

[\(Appendix 1 follows\)](#)

Appendix 1: New student enrolment assessment requirements document



NEW ENROLMENT ASSESSMENT REQUIREMENTS

LN 1	LN 2	LN 3
Marie Clay Observation Survey	<i>Analysed Running Record</i>	<i>Analysed Running Record</i>
Numeracy Online Interview	<i>On Demand Reading</i>	<i>On Demand Reading</i>
1-100 Common Word List	<i>Writing Sample</i>	<i>On Demand Maths</i>
	<i>100-500 Common Words</i>	<i>Writing Sample</i>
	<i>Numeracy Online Interview</i>	<i>100-500 Common words</i>
		<i>Numeracy Online Interview (if required)</i>

