



HESKET
Primary School

Great things happen in small places

Enrolment Policy

Rationale

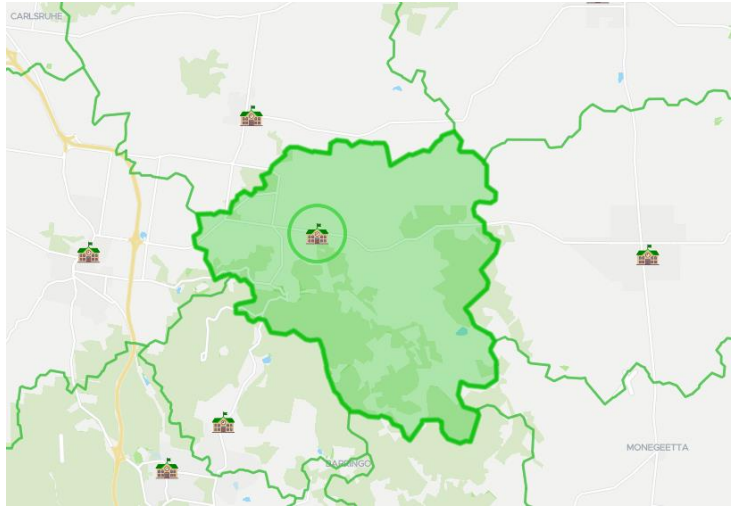
All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

Aims

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

Implementation

- Hesket Primary School is required to enrol all students for which it is the closest school (as the crow flies).
- Students enrolling at our school as part of a 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 from the relevant local Council Health Department or history statement from the Australian Childhood Immunisation Register (ACIR) which must state "This child has received all vaccines required by 5 years of age".
If a certificate/history statement has not been supplied to the school for a student and there is an outbreak of any kind then those students and un-immunised students may be excluded from school for the period indicated by the regulations.
- 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.
- Information regarding the enrolment of overseas students can be obtained from the International Student Program.
- Students with Disabilities and 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 DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- All students will be given a unique student identification number known as the 'Victorian Student Number'.
- A staff member will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The Principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interests of the student.
- Students will be allocated to classes according to a combination of class size and student need.
- The following diagram outlines Hesket Primary School's zone, which is determined on the basis of the students' permanent residential address.



- DET provides guidance through the School Placement Policy to ensure that students have access to the designated neighbourhood school and the freedom to choose other schools, subject to facility limitations.

Evaluation

- This policy was last updated on 4.6.19 and is scheduled for review in June 2023.