



# Carlton Gardens Primary School ENROLMENT POLICY

Authorisation  
September 2014  
Review 2017

## Purpose

Over the years Carlton Gardens Primary School's enrolments have increased considerably to the point that we can no longer accommodate all those wishing to enrol at our school. This document outlines the procedure for enrolment at Carlton Gardens Primary School. Typically, this procedure covers who is eligible to enrol, how to enrol and other related information.

## Aim

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

## Implementation

- Enrolment is not an automatic process. As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements. The school will adhere to the DEECD policy and in compliance will only enrol students living in the local neighbourhood area as prescribed by DEECD.
- Where there are insufficient places at CGPS for all students who seek entry, students are enrolled in the following priority order:
  1. Students for whom the school is the designated neighbourhood school.
  2. Students with a sibling at the same permanent address who are attending the school at the same time. Please Note: siblings of students currently enrolled at Carlton Gardens PS who live outside the designated neighbourhood zone will not be enrolled while the demand for places exceeds the spaces available.
  3. Where the regional director has restricted the enrolment, students who reside nearest the school.
  4. All other students in order of closeness of their home to the school.
  5. In exceptional circumstances, compassionate grounds.
- All enrolments will require the completion of the 'Carlton Gardens Student Enrolment Information Form', with details entered onto CASES once enrolment has been approved.
- The enrolment policy of the school will take account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.
- Enrolments can be submitted to the school and will be assessed by the leadership team before either being approved or placed on the waiting list. The leadership team will organise the appropriate letters to be sent to the families notifying them of the outcome.
- Families must provide proof of residential address including a current rates notice, proof of residential purchase documentation, driver's license, two current utility bills, and or rental agreements. A statutory declaration may form part of this documentation. Addresses provided may be checked on the electoral roll.
- Students that live within the school's zone will be guaranteed enrolment; all other enrolments will be placed on a waiting list.
- 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 30<sup>th</sup> April of that year) and an immunisation 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.
- 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 Studies Unit (03) 9637 2202.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children.
- Students wishing to be eligible to enrol at Carlton Gardens from a neighbouring school will only be able to do so if they live within our zone. Those eligible can only commence at the start of the school year or at the commencement of each term, or if the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.
- Students will be allocated to classes according to a combination of class size and student need.
- All staff at Carlton Gardens that are dealing with enrolments must complete the enrolment checklist, to ensure all correct details and information are obtained.

**General Communication**

- Carlton Gardens Primary School Website will provide all the relevant enrolment information including the enrolment form.
- Carlton Gardens Primary Schools office will also have hard copies of all enrolment information.

**Evaluation**

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