



## ENROLMENT POLICY

### Rationale:

Moonee Ponds Primary School is committed to providing an efficient process of enrolment that satisfies the Department of Education and Training (DET) guidelines and supports the needs of students, parents/guardians and the school.

### Aims:

- To ensure Moonee Ponds Primary School complies with the DET enrolment policy and guidelines.
- To ensure Moonee Ponds Primary School enrolls eligible students, maintains enrolment records and discharges its custodial role.
- To ensure Moonee Ponds Primary School complies with the legislative requirements of the
  - Education and Training Reform Act 2006
  - Information Privacy Act 2000
  - Public Health and Wellbeing Act 2008
  - Public Health and Wellbeing Regulations 2009
- To manage the enrolment procedures of students wishing to attend the school in an open and transparent way.

### Implementation:

#### Enrolments:

As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements, including DET enrolment policies.

Eligibility to enrol is subject to living within our neighbourhood boundary (see Appendix One) and must be accompanied by an MPPS enrolment form, the child's birth certificate and immunisation certificate.

#### Priority for allocating places:

DET Enrolment Management Policy entails a specific order of priority for enrolments at both prep/foundation and at other year levels:

1. Students who live within the neighbourhood boundary.
2. Students residing at the same address as an older sibling who is attending the school

If additional places are available within the year level of enrolment – the following criteria applies:

3. Students from outside the designated area, in order of closeness of the home to the school.
4. In exceptional circumstances, students may be enrolled where there are significant extenuating family or individual circumstances. This is at the Principal's discretion.

The Principal will make the decision regarding the eligibility of a student to enrol. Once a student is deemed eligible, one of the following processes will apply as appropriate.

#### Process for enrolment: Prep/Foundation Year

Students enrolling at Moonee Ponds Primary School as part of the prep/foundation intake:

1. Parents complete and submit the DET 'Confidential Student Information Enrolment Form' as per the Victorian Government requirement.
2. Parents will also be required to provide proof of age (indicating that they will turn 5 years of age by 30th April in their prep year) and an immunization certificate for their child.
3. The school will send out a letter of offer to the parents of eligible students.



# Moonee Ponds Primary School

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4. The student's enrolment is confirmed once the offer is accepted and the enrolment deposit is paid. (This non-refundable deposit is transferred to the student's school fees for their prep/foundation year)
5. Follow the MPPS Enrolment process (see Appendix Two).

## Process for enrolment: Mid-Year Enrolments/Other Year Levels

Students enrolling in Moonee Ponds Primary School at other year levels:

1. Parents complete and submit the DET 'Confidential Student Information Enrolment Form' as per the Victorian Government requirement.
2. Parents will also be required to provide proof of age (birth certificate) and an immunization certificate for their child.
3. Follow the MPPS Enrolment process (see Appendix Two).

## Process for enrolment: International Students

International students will be enrolled in a manner consistent with the Victorian Government Schools International Student Program. Information regarding the enrolment of overseas students can be obtained from the International Education Division:

Phone: (03) 9637 2990

E-mail: [international@edumail.vic.gov.au](mailto:international@edumail.vic.gov.au)

Website: <http://www.study.vic.gov.au>

### Please Note:

- The Principal/Assistant Principal may contact the Principal of previous schools of all students seeking enrol to discuss the circumstances of the transfer, to seek official school notification and to discuss any academic or matters of health and safety.
- All students and a family member or a caregiver will be interviewed by a senior member of the teaching staff prior to enrolment to ascertain an appropriate year level and learning program.
- The Principal will decide into which class or group the student will be placed.
- 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. Student destinations will be tracked.

### Other Resources:

<http://www.education.vic.gov.au/school/principals/spag/participation/pages/enrolment.aspx>

<http://www.study.vic.gov.au/>

### Evaluation:

This policy will be evaluated on a 4 year review cycle.

**Key Person responsible for development of the Enrolment Policy:** Principal

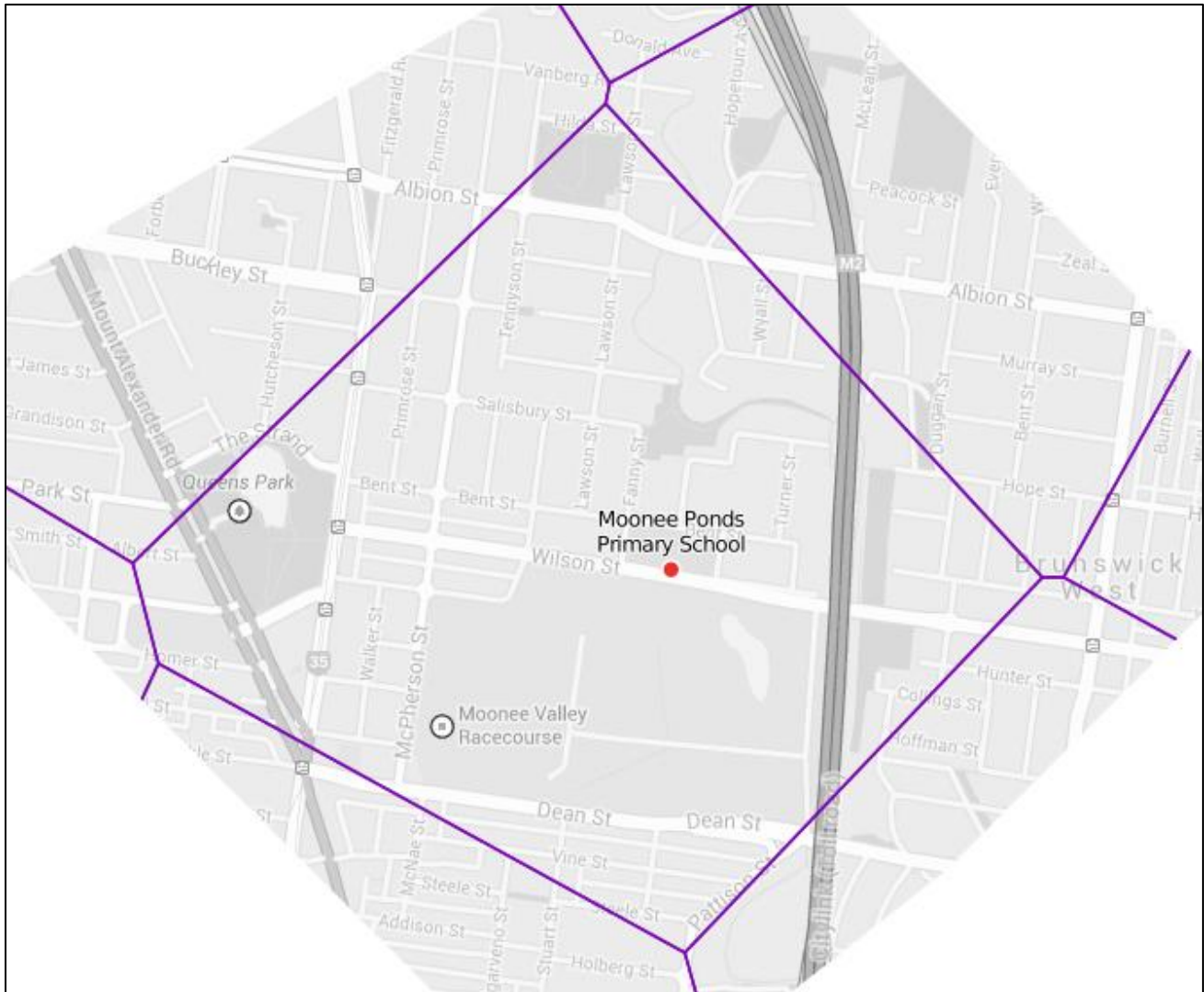
This policy was last ratified by School Council in....

**November 2018**



APPENDIX ONE

**MPPS Neighbourhood Boundary\***



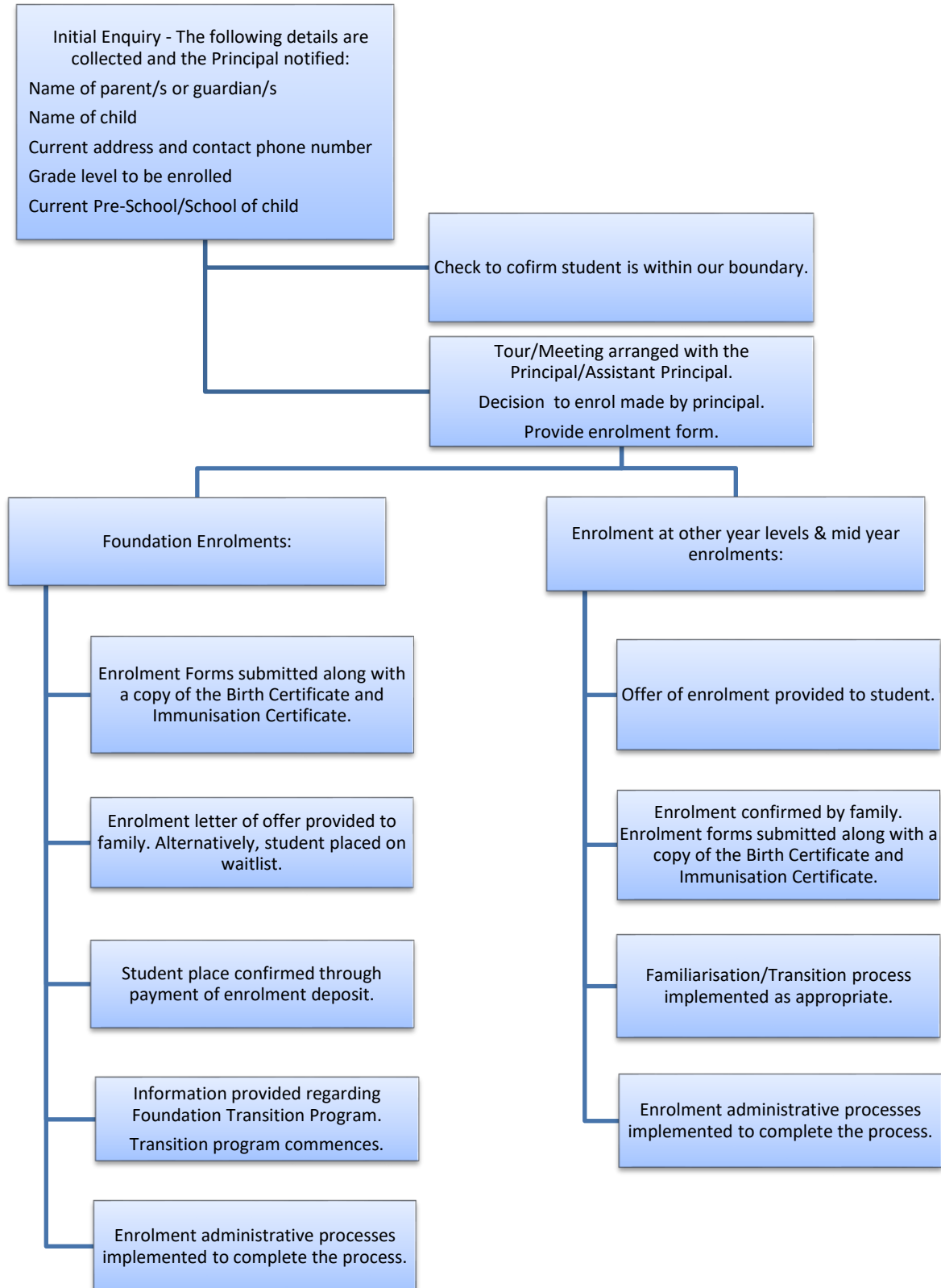
**\*MPPS designated neighbourhood boundary as of September 2015**

**For further information or clarification please contact Moonee Ponds Primary School on (03) 9375 2511**



APPENDIX TWO

**MPPS ENROLMENT PROCESS**



Please Note: International students will be enrolled in a manner consistent with [Victorian Government Schools International Student Program](#)