# PURPOSE/RATIONALE

To ensure a fair and equitable opportunity to attend Hampton Primary School where students have access to their designated neighbourhood school.

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

# IMPLEMENTATION/ PROCESS

Children may enter primary school at the beginning of the year that they turn 5 if their birthday falls before the 30th April. Students are not legally obliged to attend school until they turn 6 and many parents delay the entry of children so that they commence school in their 7th year. Hampton Primary School caters for students for 7 years, from Prep to Year 6.

A student of school age has a legal entitlement to be enrolled at Hampton Primary School as their designated neighbourhood school on the provision the permanent residence is within the defined school zone. The designated neighbourhood school (school zone) is usually the school that is nearest the student’s permanent residence, unless the regional director:

* needs to restrict new enrolments at a school
* has designated the neighbourhood boundaries for the school

School zones are generally determined by the nearest school by straight line distance in metropolitan areas and major regional cities, or the nearest school by shortest practical route in regional areas. The straight line is used in metropolitan areas and major regional cities because it is generally the most reliable method for determining the ‘closest’ school.

School zones are available via the Find My School Website: <https://www.findmyschool.vic.gov.au/>

A student for whom the school is the designated neighbourhood school at the time of enrolment cannot be un-enrolled from the school for the reason that the student moves and the school is no longer the designated neighbourhood school for the new location.

Depending on the capacity of the school, siblings who live outside the defined neighbourhood boundary may not be eligible to enroll at Hampton even if their sibling is already enrolled, unless approved by the Principal.

Contact details from completed application for enrolment forms will be entered into school administration CASES21 and parents will be advised of Open Days and Information Sessions, which occur between May and August.

As Hampton Primary School has an enrolment demand that often exceeds capacity, the Department of Education and Training policy and associated School Zone is fully implemented. Families residing outside the designated neighbourhood area will only be offered places if they are available.

In circumstances when the school may not be able to accept all applications due to existing or future capacity concerns, Hampton Primary School will manage enrolment applications in accordance with the following priority order of placement:

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
3. where the Regional Director has restricted the enrolment, students who reside nearest the school
4. students seeking enrolment on specific curriculum grounds
5. all other students in order of closeness of their home to the school

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. The school reserves the right to assess and make a determination for exceptional circumstances applications on a case-by-case basis.

**DOCUMENTATION**

* As all children must be aged 5 by April 30th in the year of entry, proof of age is required. An original birth certificate or passport as proof of date of birth must be sighted and the school will make a photocopy.
* Documentation to demonstrate to the satisfaction of the school that the student is a permanent resident of the neighbourhood area. This could include proof of purchase, 12 months lease agreement, rates notice or utilities bill.
* An application for enrolment form must be completed for each child. These are available by post or by calling in to the school office.
* It is preferable if immunisation is current before children commence school. The pre-school booster is administered at approximately four and a half years of age. Once this is complete all immunisation documentation should be taken to your local council offices where a school entry immunisation certificate will be issued. This immunisation certificate is required as part of the enrolment documentation. If children are not immunised a certificate must still be obtained which states “Immunisation Incomplete”.

**OVERSEAS ENROLMENT**

* The same enrolment criteria requiring the family’s permanent residential address to be situated within the school zone applies
* The year level at which the student is enrolled is the decision of the school.
* Enrolment is dependent on the correct Visa subclass. Visa subclass numbers are checked that the visa is at least 12 months or covers the duration of the school year prior to any offer being made. The main visa number for direct entry is 457 (Business Long Stay)
* If families state permanent residency then this may need to be proven. A copy of passport/residency certificate is required.
* New Zealand entrants may enrol directly but will be identified on CASES 21.
* International students who do not have the correct visa are referred to the International Unit for placement. They will be subject to full fees which need to be confirmed with International Studies Unit (ISU) and may not enrol directly into school.
* If the child has no English an enrolment enquiry to the Blackburn English Language School may be necessary.
* International students will be enrolled in a manner consistent with the guidelines for enrolment of international students of the Department of Education Training. Information regarding the enrolment of overseas students can be obtained from the ISU (03) 9637 2202.

**CHILDREN WITH DISABILITIES**

* Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resources are insufficient grounds for a delayed admission. Delayed admissions can only be authorised by the Regional Director.

# SUPPORTING DOCUMENTS/APPENDICES

Department of Education and Training Enrolment Policy: <https://www2.education.vic.gov.au/pal/enrolment/policy>

Information on enrolling overseas students can be obtained from the International Studies Unit (03) 9637 2202.

# MONITORING, REVIEW AND ACCESS OF THE POLICY

This policy will be reviewed every 3 years or earlier as directed by School Council.

# REVISION AND APPROVAL HISTORY

The section records the history and review of each policy.

| **Date** | **Reviewed by** | **Description of outcome** | **Approval Date** |
| --- | --- | --- | --- |
| September 2020 | Education Sub-Committee | Recommended for School Council ratification | 13/09/2020 |
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# DATE OF RATIFICATION BY SCHOOL COUNCIL: