



Enrolment Policy

May 2022



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on (03) 9729 5439 or <https://heathmonteastps.vic.edu.au/>

1. RATIONALE

At Heathmont East Primary School we must ensure that our student enrolment processes are compliant with the Department of Education and Training (DET) requirements. Our school will monitor enrolments to ensure that we have sufficient resources to provide our students with quality education.

Eligible children have the right to be placed in their designated neighbourhood school. The Regional Director has the authority to affect placement of students.

2. ENROLMENT PROCESS

Enrolment forms may be collected from the school office.

Documentation required includes:

- a completed Enrolment Form
- a copy of the child's birth certificate or passport and visa as appropriate
- an immunisation certificate (this can be added later as the vaccinations are completed)
- proof of the address of family residence (utility bill to family name/lease agreement)

Enrolment forms can either be handed into the office or posted to the school.

3. GUIDELINES

Priority Order of Placement:

At Heathmont East Primary School students are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood school
2. Students with a sibling/s at the same permanent address who are attending the school at the same time (out of zone)
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
6. In exceptional circumstances, compassionate grounds.

4. ACCEPTANCE CRITERIA AND KEYDATES

Enrolment forms handed into school office BY 12 August 2022	Enrolment forms handed into school office AFTER 12 August 2022
<ol style="list-style-type: none">1. <u>Students for whom the school is the designated neighbourhood school</u> Parents will be notified of an acceptance by the 26th August 20222. <u>Students with a sibling/s at the same permanent address who are attending the school at the same time (out of zone)</u> Acceptance letters will be posted by 26th August 2022.3. All other students will be accepted in order of closeness of their home to the school	<p>All enrolment forms handed in AFTER 12 August 2022, will be dated and accepted by the following until enrolment numbers, based on available facilities is reached:</p> <ol style="list-style-type: none">1. <u>Students for whom the school is the designated neighbourhood school</u> Parents will be notified of an acceptance of enrolment within 2 weeks of enrolment form being handed in to the school office.2. <u>Students with a sibling/s at the same permanent address who are attending the school at the same</u>

Acceptance letters will be posted in the second week of August.	<u>time (out of zone)</u> 3. All other students will be accepted in order of date received (1 st priority) and then closeness of their home to the school. All acceptance letters will be sent out by the end of term 3.
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Please note: All enrolment forms handed in after 12 August 2022 will be considered on enrolment numbers and the criteria, unless Heathmont East Primary School is your designated neighbourhood school.

All other enrolment enquires will be dealt with on a needs basis.

5. DEFINITIONS

Designated Neighbourhood School: is the school that is nearest to 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
- The nearest school is measured by a straight line from the student's residence

6. IMPLEMENTATION

6.1 When a child turns four it's time to consider the next step in their educational growth, starting their primary school education. Parents may have questions:

- How do I enrol?
- How old must my child be before starting school?
- How do I choose a school for my child?

6.2 Advice and/or support can be provided by giving the school a call on 9729 5439; the school will assist parents in the transition from preschool to primary education in a meaningful and informative manner.

6.3 Enrolment forms, policies and enrolment boundary map can be downloaded from the school's website: <https://www.heathmonteastps.vic.edu.au/>

6.4 School Entry Age in Victoria: a child must be five years of age by 30th April to be eligible for enrolment

6.5 The transition from early childhood education to school is supported by:

- Building relationships with local preschools and childcare centres
- Fostering a child's relationships with teachers and other children
- Building on the learning experiences that the child brings with them
- Welcoming the family unit to the HEPS community

7. EVALUATION:

This policy will be reviewed yearly to ensure consistency, alliance with DET policy and in the context of the School Strategic Plan and Annual Implementation Plan. The Placement Policy shall be reviewed as part of the school's policy review process by the Education Sub-Committee of School Council.

Review Date: March 2024

Supporting documents:

A copy of Heathmont East Primary School's enrolment boundary can be located at the following:

<https://www.heathmonteastps.vic.edu.au/parent-information>

Ratified by School Council: 18 May 2022

Review Date: March 2024