

Rowville Primary School Enrolment Policy



PURPOSE

As a school within the Victorian public school sector, Rowville Primary School will comply with all government and DET enrolment requirements.

GUIDELINES

- Students and family members or caregivers may be interviewed prior to enrolment to ascertain an appropriate age, year level and learning program.
- The enrolment policy of the school will take account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.
- Rowville Primary School will be an inclusive school and will provide programs for all enrolled students.
- A Disability and Impairment Program will cater for students who have special learning needs.
- All enrolments for international students will be undertaken in conjunction with the DET International Education Division.
- International students will only be enrolled if there are available places within a year level.

IMPLEMENTATION

- All enrolments will be recorded on CASES21.
- CASES21 will be kept up to date by the administration staff.
- Changes to the register will be done regularly to reflect current student numbers and movement of students into and out of the school.
- Student destinations will be tracked.
- Updates will be sent home to families twice a year to ensure that the details on CASES21 are accurate.

EVALUATION

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

Reference: DET Guidelines

This policy was ratified at School Council on 6th
September 2017 and is due to be reviewed in
September 2020