

Rowville Primary School

Enrolment Policy



DET International CRICOS Code - 00861K



Help for non-English speakers

If you need help to understand the information in this policy, please contact 9764 1955.

PURPOSE

All children who are Australian citizens or permanent residents, and who are under eighteen years, are entitled to be enrolled in a Victorian government school and are guaranteed placement at their designated school. Rowville Primary School will comply with all government and DET enrolment requirements.

GUIDELINES

- Under the Education and Training Reform Act 2006 (Vic): Every Victorian student has a legislated right to enrol at their designated neighbourhood school (section 2.2.13) and may be enrolled at another school subject to sufficient accommodation (section 2.2.14). A student's designated neighbourhood school is generally the school that is nearest the student's permanent address as determined by the school zone.
- 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 Rowville Primary 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.
- The Program for Students with Disabilities (change to Disability Inclusion) will provide support for students who have additional 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.
- Families will receive a privacy collection notice upon enrolment and the school will keep all information confidential and managed in accordance with the Department's privacy policy and Victorian privacy laws.

FURTHER INFORMATION AND RESOURCES:

- DET Placement Policy - <https://www2.education.vic.gov.au/pal/enrolment/policy>
- Find my school - <https://www.findmyschool.vic.gov.au/>

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EVALUATION

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2024
Approved by	Rowville Primary School Council
Next scheduled review date	February 2027