

Enrolment Policy

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 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/>

EVALUATION

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