

Purpose

To ensure students enrolling at Great Ryrie Primary School experience a smooth transition program that is positive and supported that enables the student to become a valued member of our school community.

Aim

To provide an effective process of enrolment that satisfies the needs of students, families and the school.

Implementation

- Great Ryrie Primary School will welcome and enrol all children who are eligible to attend a Victorian Government school.
- Students enrolling at our school as part of a Foundation (Prep) intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate.
- A child who is less than the minimum age of entry for Victorian schools will require written permission from the Regional Director.
- A formal transition program will be offered to students that are part of a Foundation (Prep) intake.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit.
- All enrolments will require the completion of appropriate Department of Education and Early Childhood Development enrolment documentation.
- Students wishing to enrol at our school from a neighbouring school will be recommended to do so at the commencement of the school year or the commencement of term, or if the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.
- The Principal (or delegate) will contact the previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admission for up to three school days in order that enquiries of the previous school are carried out and to ensure that there is a smooth transition in the interests of the student and the class group in which the student is being placed.
- Students will be allocated to classes according to a combination of class size and student need.

Evaluation

This policy will be reviewed as part of the schools four-year review cycle.

School Council ratified this policy in 2015

Next review of this policy is in 2019