

ENROLMENT

PURPOSE

To provide interested parties with up to clear guidelines relating to enrolment (for domestic students) at Albion North Primary School.

POLICY

The Department of Education and Training (DET) guidelines are to be observed and followed.

The school's SAMS Ground Floor key plan shows that Albion North Primary School has capacity for 275 students.

Under direction from the Department, the enrolment strategy will be enacted when the school's enrolment reaches 265 students.

This enrolment policy and the following strategies reflect the DET Priority Order of Placement.

When the school enrolment reaches 265 students, students are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood school according to the Find My School website (<https://www.findmyschool.vic.gov.au/>). Proof in the form of two (2) original documents showing permanent residential address of the named parent/s within the school's designated neighbourhood must be presented to the office at the time of enrolment.
2. Students with a sibling at the same permanent address who is attending the school at the same time.
3. Students who reside nearest the school (but outside the designated neighbourhood school boundary) in order of application for enrolment.
4. Region has supported the request to enrol the student due to special circumstances
5. In exceptional circumstances, as decided by the Principal, compassionate grounds.

In some circumstances, enrolments during the year at specific grade levels may have to be further restricted. For example if the classes at the year three level are at (or above) 27 children, year three enrolments will be restricted to students from the designated neighbourhood only.

For new Prep students applications are considered on the following basis:

1. Students for whom the school is the designated neighbourhood school. Proof in the form of two (2) original documents showing permanent residential address of the named parent/s within the school's designated neighbourhood must be presented to the office at the time of enrolment.
2. Students with a sibling at the same permanent address who is attending the school at the same time.
3. Students who reside outside the designated neighbourhood school boundary in order of application for enrolment.
4. Region has supported the request to enrol the student due to special circumstances
5. In exceptional circumstances, as decided by the Principal, compassionate grounds.

Albion North remains committed to providing high quality facilities and excellent student outcomes for all children enrolled at the school regardless of ability or background. Families from our local neighbourhood are to be welcomed and encouraged to be enrolled at Albion North PS and have priority.

International Students:

Albion North Primary School is able to accept enrolments from international students who will be living in our area. Proof in the form of two (2) original documents showing residential address of the named parent/s or carers within the school's designated neighbourhood must be presented to the office at the time of enrolment.

Enquiries should be made through the Department's International Branch. Their phone number is +61 3 9637 2990 and email is international@education.vic.gov.au.

FURTHER INFORMATION AND RESOURCES

Department of Education and Training guides for:

- Admission
(<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>)
- Enrolment
(<http://www.education.vic.gov.au/school/principals/spag/participation/pages/enrolment.aspx>)
- Placement
(<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx>)

International students who live within the school's designated area should obtain enrolment information from the Victorian Government Schools International Student Program (primary Schools) at <https://www.study.vic.gov.au/en/international-student-program/primary-school-program/Pages/default.aspx>

REVIEW CYCLE

This policy was last updated on 13th May 2021 and is scheduled for review in May 2024.

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