

POLICY – June 2018



LILYDALE HEIGHTS
COLLEGE

Enrolment Policy

Review 2021

Child Safe Standards

Victorian government schools are child safe environments. Lilydale Heights College actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

Rationale:

- To ensure that the college enrolls all eligible students, maintains enrolment data and its custodial role.

Aims:

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.
- To provide a smooth transition to the college.

Implementation:

- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- Families that wish to enrol their son/daughter for Year 7 at Lilydale Heights School must complete the following form: 'Year 6 to Year 7 Transition: Application for Year 7 Placement' and return it to their primary school in early May each year.
- The college will follow Year 6 to Year 7 Transition: Statewide Placement Timeline and Procedure dates each year to confirm Year 7 enrolments.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children.
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.
- A Parent/Guardian is defined as one who has been legally appointed to take responsibility for the student making the application for enrolment.
- Enrolment form must be completed and returned to the general Office.
- A copy of the student's birth certificate (Proof of Age), guardianship and any court orders, which exist must be provided.
- Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that it is the commencement of the school year or the commencement of term 3.
- The Assistant Principal will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note and to discuss any academic or behavioural matters. The principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.
- Students will be allocated to classes according to a combination of class size, availability and student need.

Evaluation:

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

This policy was last ratified by Policy & Planning in....

June 2018

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