

POLICY – August 2022



LILYDALE HEIGHTS
COLLEGE

Enrolments

Review 2025

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/childsafestandards.aspx>

Rationale:

- All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

Aims:

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.

Implementation:

- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- Parents seeking early age entry for their children must make a written application to the Regional Director – see Early Enrolment policy.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the Dept of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.
- 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; 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 and contingent on capacity
- Our Assistant Principal, with parent/guardian permission, 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 and student need.

Evaluation:

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

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

August 2022

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September 2022