No. 4922

KARINGAL PRIMARY SCHOOL

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ENROLMENT POLICY

RATIONALE

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

Under the Education and Training Reform Act 2006 (Vic):

- Schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. This applies to all schools including mainstream, specialist, and government English language schools or centres.
- 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).

ELIGIBILITY TO ENROL IN A GOVERNMENT SCHOOL

To enrol in a Victorian government school, an applicant must:

- be an Australian citizen, or a student with relevant specified visas or Immicard.
- meet the age eligibility requirements set out in these Guidelines (based on the requirements set out in the Education and Training Reform Regulations 2017 (Vic).

IMPLEMENTATION

- Students enrolling at our school as part of a 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.
- All children who are eligible to attend a specialist school are welcome to attend our school. The school caters for students with an intellectual disability as determined by the Department of Education and Training's Program for Students with Disabilities.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided along with evidence of disability eligibility.
- Other parents seeking early age entry for their children must make a written application to the Regional Director.
- 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 authorized by the Regional Director.
- All enrolments will require the completion of the Department of Education and Training 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.

- All students will be given a unique student identification number known as the 'Victorian Student Number.'
- Students wishing to enroll at our school from a neighbouring school will do so in consultation with the school Principal.
- The Principal or 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 or an immunization certificate (if enrolling), 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.
- To enroll in the Montessori Stream of education, there is an additional fee.
- To enroll in the Montessori Stream of education, a trial is required for Years 1- 6 students.
- In the case of the Montessori Stream of education, preference will be given to students who have had previous Montessori experience.

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Approved by	Principal: Samantha Cooke
Next scheduled review date	February 2029