Enrolment Policy

Rationale:
- All children enrolling at Broadmeadows Primary School are entitled to a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support. Broadmeadows Primary School has a responsibility to enrol all children for whom the school is the nearest to their permanent residential address. We believe that the placement of an enrolment ceiling at Broadmeadows Primary School enables the maximisation of learning and recreational facilities whilst continuing to maintain a safe school environment.

Aims:
- It is imperative that we manage the school enrolment process to ensure the upper limit of 300 students is not exceeded. We aim to provide an efficient and streamlined process of enrolment that satisfies the needs of students, staff and the broader school community and ensures a fair process for all enrolment applications.

Implementation:
- Students enrolling at our school as part of a foundation 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 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.
- Other 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.
- As deemed by DEECD and endorsed by Broadmeadows Primary School Council, the enrolment limit at Broadmeadows Primary School will be 300 pupils.
- Where there are insufficient places at any year level for students who seek entry, the following priority is used to determine which students will be enrolled:
  (a) Those students for whom Broadmeadows Primary School is the nearest school to their permanent residential address
  (b) Students with siblings who will be concurrently attending Broadmeadows Primary School
  (c) Children of current Broadmeadows Primary School Staff
  (d) Students in order of closeness of their home to Broadmeadows Primary School
- An “Expression of Interest to Enrol” will be established, based on the above criteria
- All enrolments will require the completion of the DET ‘Confidential Student Information Enrolment Form’, with details entered immediately on CASES.
- Students wishing to enrol at our school from another school will be able to do so on the condition that they satisfy the ceiling criteria, at the commencement of the
school year or the commencement of term 3 and the principal of the previous school is in agreement with the transfer.

- The Principal will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer 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.

**Evaluation:**
This policy will be reviewed as part of the school’s three year review cycle.

Ratified by School Council in: **July 2016**