



# POLICY DOCUMENT

## Student Enrolment

Responsibility: Principal  
Revised: 2025  
Next Review: 2029

### RATIONALE:

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

### AIMS:

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

### 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 30<sup>th</sup> 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 along with evidence of disability eligibility (if applicable).
- Other parents seeking early age entry for their children must make a written application to the Regional Director.
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES 21.
- Eligible students who are new to the Victorian government education system must be enrolled under the name contained in the documents supporting their admission, primarily their birth certificate.
- The school can change the name under which a student is enrolled if new legal documentation with an amended name is provided, such as:
  - officially amended birth certificate
  - proof of adoption
  - court order authorising another name
- The Principal will contact Principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to confirm eligibility, to seek a transfer note or an immunisation 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 for enquiries to the previous school to be carried out-to ensure all information is obtained to support a successful transition.
- Families will need to provide proof of residence to begin the enrolment process.
- Students will be allocated to classes according to class size and/or student need.

### EVALUATION:

This policy will be reviewed as part of the school's review cycle, at least once every four years.

### POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2025
Approved by	Principal
Next scheduled review date	March 2029