

# ENROLMENT POLICY

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## RATIONALE

All Students enrolling at Saltwater College are entitled to a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

## AIM

To ensure that Saltwater P-9 College:

- Enrolls eligible students
- Maintains enrolment and admissions data
- Provides an efficient process of enrolment that satisfies the needs of both the students and the school.

## IMPLEMENTATION

Enrolment and placement priority

All families may submit an enrolment form for their child, however placement is not always guaranteed.

The priority order of placement at Saltwater College is:

- Students for whom the school is the designated neighborhood school. Placement for these students is automatic and guaranteed.
- Students with a sibling attending the school at the same time and living at the same permanent address. Placement for these students is automatic and guaranteed.
- In exceptional circumstances, compassionate grounds – must gain permission from Department
- Enrolment at Saltwater College complies with all laws relating to discrimination, equal opportunity, privacy and immunisation.

## Designated Neighbourhood School

- In Victoria, all students have a designated neighbourhood school. This is the school nearest to the student's permanent address.
- In metropolitan areas, the nearest school is measured by a straight line from the student's permanent address.
- Each designated area is defined by a designated neighbourhood boundary. (See attached)
- For further clarification please contact the school.

## Student Enrolment Age

Schooling is compulsory for students aged from 5 – 17 years unless an exemption has been granted. Students who are:

- at least 5 years of age by 30 April of the year of enrolment; or under 18 years of age as at 1 January of the year of enrolment.

Early age entry must be:

- requested in writing to the regional director by parent/guardians
- approved in writing by the regional director
- approved by the principal, where students are transferring from an interstate school to a Victorian government school, and on receipt of evidence (to their satisfaction) of previous enrolment and full time school attendance.

#### REVIEW CYCLE

This policy was last updated on May 2021 and is scheduled for review in May 2024.