

ENROLMENT POLICY



Aims:

To ensure students have access to their neighbourhood school and the freedom to choose other schools subject to facility limitations.

Implementation:

- All enrolments at Cambridge will occur as follows:
 1. all students who reside in the school zone and wish to enroll at Cambridge Primary School
 2. children of staff members
 3. students with siblings currently enrolled at Cambridge Primary School
 4. other students following the appeals outcome.
- Cambridge Primary School recognises that each child has the right to a placed in the school they are zoned to.
- Cambridge Primary School further recognises that wherever **practicable**, parents/guardians should have the opportunity to enroll their child at the same school as that being attended by older siblings however, students within the school zone will take precedence.
- The Department of Education and Training (DET) set the school zone for Cambridge Primary School which can be found on the website below.
<https://www.findmyschool.vic.gov.au/>
- In reference to the boundary areas shown on the school zone, students who reside on the “school” side of each of the nominated roads will be in the school zone for Cambridge Primary School.
- The school will require parents/guardians to produce, either a Wyndham Council Rates Notice, a Rental Agreement from a real estate agent or a Statutory Declaration to verify residency.
- A limited number of cases, where students seek enrolment on compassionate grounds where there are significant family or individual circumstances, will be decided by the Principal, the Regional Director or their nominee from the South Western Victoria Regional Office.
- Enrolments will be tabled at the end of term three to School Council.
- An acceptance letter will be sent to successful families when numbers are tabled. Successful families will be required to return to the school the first week of term four, an acceptance of the enrolment placement for the following year.
- The school will not have a waiting list.
- Parents wishing to enrol/transfer their child throughout the year must sign a ‘consent to release information’ form so that the principal may speak with the previous school before accepting the enrolment. Wherever possible parents should be directed back to the school

to discuss the possibility of transferring to another school with the current principal or assistant principal.

- Students transferring from one school to another within the network, must start at Cambridge Primary School at the beginning of a new term or semester not midway through a term.
- Parents or guardians are required to complete and sign accurate enrolment forms for children for whom they have custody.
- Enrolments must be accompanied by Birth Certificates or similar evidence/proof of residency and immunisation records, that proves a student’s name and birth date.
- Visa subclass numbers in passports need to be seen and copied for all children who are not Australian citizens or permanent residents.
- The school will only enroll a child under the name provided on a Birth Certificate or a legally recognised document that details a name change, or proof that the student is included in a witness protection program or similar.
- Any custody issues are to be declared, and supported by legal documentation – which will be photocopied and retained on the student’s individual file.
- The school will assume a default position that both birth parents have equal access to enrolled students unless current court orders or legal documents dictate otherwise.
- Both birth parents will have access to school reports, newsletters, parent interviews, and their children at school unless court orders or similar legal documents dictate otherwise.

Evaluation:

- This policy will be reviewed as part of the three year review cycle or if circumstances change (for example change in the boundary map by DET)

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
2021	2024	40.	10	Nov 1998



