MANAGEMENT

STUDENT ENROLMENT POLICY

GENERAL STATEMENT
Children of school age have the right to be admitted to Concord School if they receive funding through the ‘Program for Students with Disabilities’ under the criteria of Intellectual Disability. Students who receive this funding are eligible for Concord School. Students who live within Concord School’s designated bus zone are eligible to utilise buses.

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

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

IMPLEMENTATION
- The school caters for students with an intellectual disability as determined by the Department of Education and Early Childhood Development’s Program for Students with Disabilities.
- 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.
- 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.
- All enrolments will require the completion of the DEECD ‘Confidential Student Information Enrolment Form’, with details entered immediately on CASES 21.
- 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 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.

REFERENCES
Concord School Age and Year Level Policy
Program for Students with Disabilities – Guidelines for 2015

EVALUATION
This policy will be reviewed as part of the three-year policy review cycle.