

## 2.0 ENROLMENT

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- Student enrolment numbers

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- Enrolment Policy

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- Register of enrolments

## 2.1 Student Enrolment Numbers

### STANDARD

A school must have a minimum of 20 students enrolled. A secondary school must have an average enrolment of 10 or more students for each year level for which it is registered\*

\*Certain schools are exempt from this standard, such as remote schools.

### EVIDENCE

- *Evidence collected by DEECD via CASES21 and provided to VRQA*

## 2.2 Enrolment Policy (Specialist and Specific Purpose Schools\*\* ONLY)

### STANDARD

The school must have a clearly defined enrolment policy that complies with all applicable State or Commonwealth law. A school established by a particular religious denomination or by a group of religious denominations may have an enrolment policy that gives preference to adherents of that religious denomination or denominations or their children.

\*\*Specific Purpose Schools included such schools as camp schools and language schools.

### EVIDENCE

There **must** be evidence in the form of:

- a copy of the school's enrolment policy which is consistent with all legal requirements, and details of how it is currently implemented.

### ADDITIONAL EVIDENCE

- 2.2a – Designated Neighbourhood Zone letter from DEECD
- 2.2b – Enrolment Policy
- 2.2c – CPS Enrolment Restriction Map

## Enrolment Policy

This policy applies to both the Camberwell Road campus and the Reserve Road campus of Camberwell Primary School

### RATIONALE:

Camberwell Primary School is a government school. All children who are Australian citizens or permanent residents, and who are under eighteen years, are entitled to be enrolled in a Victorian government school. They are guaranteed a place in their neighbourhood school and may choose any other school in which space is available.

Camberwell Primary School is situated on a physically restricted site and has a demand for enrolments that often exceeds capacity. Camberwell Primary School has a zoned neighbourhood area which means that the school can only take students from a specific neighbourhood area as defined by the Department of Education and Early Childhood Development (DEECD). To enrol at the school, a child must reside in a permanent residential address within the current defined boundary which is available on the school website <http://www.camberwellps.vic.edu.au/camberwellps/enrolment>. However, as boundaries are dependent on demographics and school capacity, they will change over time, and a current boundary can never be guaranteed into the future.

This policy provides clarity about the process of enrolment with a view to provide a fair and equitable opportunity to attend Camberwell Primary School and to cater for the needs of both students and the school. The policy aligns with all relevant DEECD policies and Acts.

### POLICY

All primary age students residing in the current Camberwell Primary School zoned or defined neighbourhood area are guaranteed entry.

Entry is also guaranteed to siblings of students who were resident in the Camberwell Primary School zone or defined neighbourhood area on 31 December 2013, provided that the sibling continues to reside at the same residential address.

#### Priority order of placement at Camberwell Primary School:

- Students with a permanent residential address in the zoned or defined neighbourhood area.
- Siblings residing at the same permanent address as already enrolled siblings who are attending Camberwell Primary School and live outside the zoned or defined neighbourhood area are given next preference for enrolment. Siblings residing closest to the school will be offered places first.

### GUIDELINES

Children may enter primary school at the beginning of the year that they turn 5 if their birthday falls before the 30th April. Students are not legally obliged to attend school until they turn 6 and many parents delay the entry of children so that they commence school in their 7th year. Camberwell Primary caters for students for 7 years, from Prep to Year 6.

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### Enrolment of students residing in the zoned or defined neighbourhood area

Offers for placement commence after the 31st August each year. As circumstances occasionally change for enrolled families during the summer holiday period, additional places may be offered at the beginning of the year.

The following enrolment guidelines are employed:

- All children must be aged 5 by April 30th in the year of entry. Proof of age is required. An original birth certificate or passport as proof of date of birth must be sighted and the school will retain a copy.
- Proof of a permanent residential address in the zoned or defined neighbourhood area must be provided. This must be in the form of a:
  - Lease agreement in the name of the parent or guardian with dates that cover at least a 12 month period with part of the lease period concurrent with the school year, or
  - If the residence is owned by the parent or guardian, the most recent rates notice from Boroondara Council stating the name of the parent or guardian, or
- Once proof of a permanent residential address in the zoned or defined neighbourhood area is provided, an *Application for Enrolment* form will be provided which must be completed for each child.
- A current **Immunisation certificate** is required as part of the enrolment documentation before children commence school. A pre-school booster is administered at approximately four and a half years of age. If children are not immunised a certificate must still be obtained which states **Immunisation Incomplete**.
- Contact details from completed application for enrolment forms will be entered into CASES21 (the school's information management software)
- Parents will be advised of Open Days and Information Sessions.
- Students will be allocated to classes according to a combination of class size and student need.

### Early enrolment

Parents that seek early entry for their child, who is not of minimum age, must obtain written approval from the Regional Director before they are able to enrol. 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.

### Overseas enrolment

- Entry criteria in terms of the zoned or defined neighbourhood area will apply.
- Students must not be enrolled in any other school. (proof may be required e.g. a Statutory declaration))  
The year level at which the student is enrolled is the decision of the school.
- Enrolment is dependent on the correct Visa subclass. Visa subclass numbers are checked that the visa is at least 12 months or covers the duration of the school year prior to any offer being made. The main visa number for direct entry is 457 (Business Long Stay)
- If families state permanent residency then this may need to be proven. A copy of passport/residency certificate is required.
- New Zealand entrants may enrol directly but will be identified on CASES 21.
- International students who do not have the correct visa may not enrol directly into school and are referred to the International Services Division for placement. They will be subject to full fees which need to be confirmed with International Services Division.
- If the child has no English an enquiry to the Blackburn English Language School may be necessary.
- Information regarding the enrolment of overseas students can be obtained from the International Services Division (03) 9637 2990.

### Children with disabilities

- Students with Disabilities and Impairments will be enrolled along with all other eligible children.
- Concerns relating to resources are insufficient grounds for a delayed admission. Delayed admissions can only be authorised by the Regional Director.

### Transfers

Students wishing to enrol at our school from a neighbouring school will be able to do so if:

- there has been a change of address that places the student in the zoned or defined neighbourhood area.

Principals of previous schools of a student seeking transfer may be contacted to:

- discuss the circumstances of the transfer.
- seek a transfer note or an immunisation certificate.
- discuss any academic or behavioural matters.

The Principal has the authority to defer admission for a reasonable period of time in order that enquiries of the previous school are carried out in the interests of the student.

### Date for review

This policy will be reviewed in December 2017 unless:

- demographic data requires the policy to be changed prior to this date.
- there is a policy change by the DEECD that requires a change in the school policy.

School Name: Camberwell Primary School Camberwell Road campus and Reserve Road campus		Policy name Enrolment Policy	Policy Ref. Number VRQA 2.0	
Owner: Camberwell PS	Approved by: CPS School Council	Date: 03/17/2015	Version 1.0	Page 5 of 10



## Department of Education and Early Childhood Development

Regional Services Group  
North-Eastern Victoria Region

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Dear Helen

You may be aware that North Eastern Victoria Region along with the other three regions across the state, is reviewing enrolment and transition policies and procedures to ensure consistency of practice. The review includes determining site capacity and enrolment pressures. In summary the Department of Education and Early Childhood Development Placement policy states:

1. All children are guaranteed a place at their designated neighbourhood school
2. Parents may choose to send their child to any government school as long as there is capacity in the school
3. The Regional Director determines when a school is at capacity

The policy also states that when accepting enrolments the priority order is as follows:

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Students seeking enrolment on specific curriculum grounds.(NB This criterion applies to VCE programs in secondary schools, language continuity, SEAL Programs, and Select Entry Schools only)
4. All other students in order of closeness of their home to the school.

It is our understanding that there are currently enrolment restrictions issues at your school due to site capacity issues, and that your school has a designated neighbourhood zone. Please see the attached map that indicates your designated neighbourhood zone.

We value your perspective, and so if you have any feedback on this view or require any further information, please contact the Manager of Provision and Planning Vincent Bok on 9265 2422 or [bok.vincent.r@edumail.vic.gov.au](mailto:bok.vincent.r@edumail.vic.gov.au) by **Tuesday, 18 March**, as the Year 6 to 7 transition process is commencing.

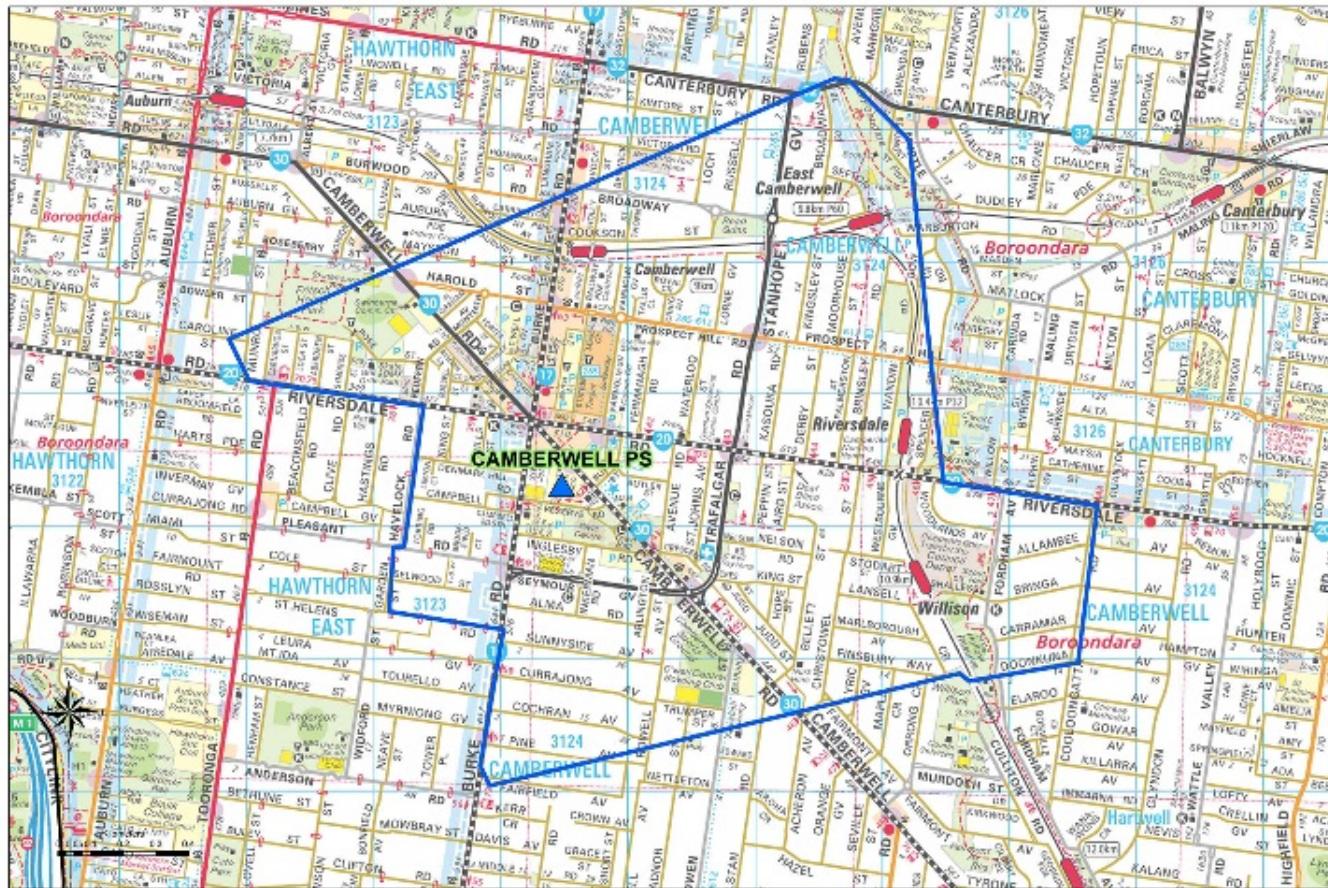
Yours sincerely



**Judy Rose**

Deputy Regional Director – Service Planning  
North Eastern Victoria Region  
11 / 03 / 2014

## Camberwell Primary School



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