



# LOWER PLENTY PRIMARY SCHOOL

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## CAMPS AND EXCURSIONS



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Lower Plenty Primary School on 03 9435 2585 or [lower.plenty.ps@education.vic.gov.au](mailto:lower.plenty.ps@education.vic.gov.au).

### PURPOSE

This policy sets out requirements for entry into Victorian government schools, including admissions, enrolments, the placement of students and transfers between schools. The purpose of this policy is to clarify the processes, protocols and conditions surrounding enrolment. Responsibility for enrolment policies lies with the School Council, in consultation with staff. Responsibility for related processes lies with staff. Due to increases in population and enrolments for a particular area some schools may need to put enrolment ceilings in place. Usually this means that the school will take children who live in the school's neighbourhood area first and will then look at enrolment requests from outside their area.

### POLICY

This Enrolment Policy and the mandatory Enrolment in a Victorian Government School Guidelines, available on the Guidance tab, combines the admissions, enrolment, placement and transfers policies into one clear and concise location for Victorian government schools.

Under the Education and Training Reform Act 2006 (Vic):

- Schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. This applies to all schools including mainstream, specialist, and government English language schools or centres.
- Every Victorian student has a legislated right to enrol at their designated neighbourhood school (section 2.2.13) and may be enrolled at another school subject to sufficient accommodation (section 2.2.14).

Victorian government schools must refer to the Enrolment in a Victorian Government School Guidelines (refer to Guidance tab), for details on:

- age eligibility, including exceptions and exemptions from the maximum and minimum school age requirements and processes
- determining designated neighbourhood school areas and zones

- Department policy requirements relating to placement of students (Placement Policy) and enrolment management
- enrolment appeal processes and requirements
- determining permanent residence of students and families
- required documentation and information when enrolling students
- transfers between schools
- enrolment in specialist schools
- concurrent enrolment for students entering youth justice or secure welfare.

For policy and guidance on transition process and support for students moving from Year 6 to 7, refer to: Transition — Year 6 to 7.

For policy and guidance on exemptions from attendance and enrolment, refer to: Exemptions to School Attendance and Enrolment.

Lower Plenty Primary School currently has no set maximum school enrolment. When considering setting a maximum enrolment consideration should be given to the following principles:

- the provision of adequate curriculum choice for students
- an environment which is not overcrowded
- maintenance of the ‘community feel’ of the school
- the provision of places for students in the designated neighbourhood area

Children with older brothers or sisters attending a school with an enrolment ceiling they may not automatically get a place at that school if they live outside of the school’s neighbourhood area.

Where parents from neighbouring schools (in the local cluster) approach with an intent to transfer their children to Lower Plenty Primary, the Principal of the school where they are currently enrolled will be contacted (unless confidentiality is requested by the parent).

Enrolment of students transferring from other schools in the area may be rejected on grounds of concerns about class size and the impact of the child on the school.

All DEECD requirements for enrolments will be followed. Acceptance for enrolment will not be decided on gender or language or any area that may constitute discrimination.

Potential parents should be supplied with the following when they approach the school:

- school information book
- canteen and uniform lists
- most recent newsletter
- OSHC pamphlet
- offer of a tour of school

## COMMUNICATION

This policy will be communicated to our school community in the following way: Included in staff induction processes and staff training

- Included on the school website
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- Attendance
- Decision Making Responsibilities for Students
- Exemptions from School Attendance and Enrolment
- Expulsions
- Home Schooling and Partial Enrolments
- Immunisation
- International Student Program (ISP)
- Privacy and Information Sharing
- Suspension
- Transition — Year 6 to 7
- Transition — Early Childhood to School

## POLICY REVIEW AND APPROVAL

Policy last reviewed	03/06/2024
Approved by	Principal
Next scheduled review date	Feb 2027