

# Admission Policy

## Brighton Primary School

### 1542

#### Purpose

The Admission process for enrolment at Brighton Primary School will provide:

- An opportunity for students, living within the school zone to attend Brighton Primary regardless of gender, race or disability.
- An efficient process of enrolment that satisfies the needs of both the students and the school.

#### Guidelines

- Admittance to the school will follow the principles of the Bill of Rights, Victorian Government entry requirements and the Brighton Primary nearest neighbourhood boundary.
- Hearing impaired students will be enrolled into the Hearing Unit regardless of zone boundaries. Once enrolled, siblings will be automatically accepted.
- Siblings of students who are enrolled at the school will also be accepted.
- International students will be enrolled according to the requirements of the International Studies Unit.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit
- Students from overseas and interstate will be assessed prior to admission, to determine the appropriate Grade level.
- A DET representative from the English language school will assess students with English as an additional language, (EAL). They will then make their recommendations to the school.
- EAL students will be supported in the classroom literacy program.
- Out of zone enrolments are contingent on vacancies within the year level, if there are no vacancies, offer of a place will not be made.
- Students will be allocated to classes according to school and student needs.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from a school interstate, is eligible for enrolment.
- Early Childhood Centres will complete a transition form for students transitioning to primary school

#### Implementation

The principal or their nominee will conduct tours of the school.

All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES. Parents must provide the following information:

- birth certificate
- immunization history record
- names and addresses of the student and enrolling parent or guardian
- proof of address such as a rates notice or rental lease
- details of medical and other conditions that may require special consideration
- emergency telephone numbers, including a nominated doctor
- the name of the previous school and the student's current year level, where students transfer from another school
- evidence of full-time enrolment at an interstate or overseas school, must be provided.

In addition to the above, international students must present their passport which will be photocopied along with their visa document.

Students new to school can commence once they have met their teacher and have purchased their school uniform. The front office will assist families with these arrangements. New students will be made welcome and teamed up with a buddy.

For more information:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>

This policy was last ratified by School Council in 2017

To be reviewed 2020