

ENROLMENT POLICY



PURPOSE

Newmark Primary (the school) is committed to ensuring that students are enrolled in the school in a manner that is fair, transparent, non-discriminatory, and in a manner that is consistent with applicable laws. This policy sets out the principles and framework governing the basis on which students are admitted to the school.

PRINCIPLES

- The school is committed to ensuring students are enrolled at the school in a manner that is fair, transparent and non-discriminatory.
- The school will explain clearly the criteria on which offers of enrolment are made.
- The school values diversity across the school community and this principle shapes the way in which the school's enrolment criteria is applied.
- The school keeps and retains accurate records of school enrolments that comply with Commonwealth and State legal and regulatory requirements.

GUIDELINES

- The school will enrol students who turn five by April 30 of the year they start school (rare exceptions may be made in extraordinary circumstances under special application).
- Siblings of current students will be given priority placements.
- Offer of placements are made at the discretion of the school.
- The school will request proof of age and name (birth certificate or passport) during enrolment process.
- The school will request and record the immunisation status, called the Child History Statement, during the enrolment process.
- The school will collect Student Background Characteristics Data as part of the enrolment process and report the data to the VCAA or other testing agent when requested.
- The school will respect the privacy of personal, sensitive and health information collected during enrolment and will store it securely.
- The school will retain student enrolment records for seven years after the end of the school year in which the last entry was made.

LEGAL AND REGULATORY BASIS FOR COMPLIANCE

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2007 (Vic.)

- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- Equal Opportunity Act (Vic.) 2010
- Disability Discrimination Act 1992 (Cth.)
- Disability Standards for Education 2005 (Cth.)
- Australian Education Act 2013 (Cth.)
- Australian Education Regulation 2013 (Cth.).

Within the meaning of the Equal Opportunity Act 2010 (Vic.) and the Disability Discrimination Act 1992 (Cth.), the school will not discriminate on the grounds of disability. The school takes reasonable and proportionate measures to eliminate discrimination. When enrolling a student with a disability, the school considers what reasonable adjustments need to be made to the learning environment or to the delivery of learning to assist that child.

KEY DEFINITIONS

Siblings are considered:

- two or more children having one or both parents in common.
- two or more children having one or both legal guardians in common.

ENROLMENT PROCEDURES

Step 1: Adding your child to the Waitlist

Parents/carers register for the school's waitlist via an online form, and pay a non-refundable fee to join the waitlist. Being on the waitlist does not automatically secure either an interview or a placement at the school.

Step 2: Invitation to participate in the Interview Process

Subject to availability, the school typically commences contacting parents/carers who have a child on the waitlist **one year** before entry, and invites the parents/carers and child to participate in an interview process. Not all children on the waitlist may receive an invitation to interview, depending on the size of the waitlist and the number of spots available.

Prior to the interview process, the school will request that documents be submitted, including:

- Proof of age/name (birth certificate or passport)
- Immunisation history statement
- Copy of court orders (if applicable)
- Where applicable, a copy of a recent school report that shows academic ability, attitude and behaviour, and contribution to school community
- Where applicable, a copy of any extra assessments or reports (for example medical reports, psychologists reports)

As part of the interview process, the parents/carers will meet with a member of the leadership team to determine community, educational philosophy and cultural fit. Concurrently, the child will

meet with a member of the leadership team or an educator. They will spend time engaging in play and classroom activities to assess cognitive, emotional and social capacity. They will also engage in 1:1 conversations and problem solving challenges with the lead or educator that will help the school better understand individual capacity for growth and development.

Exceptions:

- The interview process for Foundation parents/carers and children may sometimes occur **two years** before entry.
- In certain circumstances, the school may request multiple interviews or ongoing observations of the child to gather additional data.
- The school may request permission to contact the child's previous school or Early Learning Centre (ELC).

Step 3: Offer of Placement

The admissions team uses a selection criteria to determine offers of placement, and decisions are made at the discretion of this team. Examples of the selection criteria are:

- a child being a sibling of a current student;
- alignment of parents/carers and child with school philosophy, values and cultural norms;
- demonstration of child's social/emotional, cognitive, and creative capacity (based on observations/interactions during the interview process and reports/assessment provided prior to the interview process);
- number of students in year level, and across the school;
- diversity of students in year level, and across the school; and/or
- age of child.

The school will make placement offers to successful families via email, and will send an enrolment package that includes documents, required forms and informational booklets. To secure a place at the school, the parents/carers must:

1. read, fill in and return all enrolment forms;
2. pay the \$750 enrolment fee and a \$2,000 tuition deposit fee. Both of these fees are nonrefundable and nontransferable. The \$2,000 tuition deposit fee will be applied to the first term's tuition. The enrolment fee and tuition fees for the first term must be paid prior to a child commencing at the school.

The school will notify parents/carers of unsuccessful applicants via email.

Step 4: Recording and Managing Enrolments

Information provided in the interview and enrolment forms will be entered into the school's Administration and Student Management System. This system is used by the school's staff to monitor and record student enrolments and attendance.

RELATED POLICIES

- Fee Policy
- Attendance Policy
- Record Management Policy
- Privacy Policy

SUPPORTING DOCUMENTS

- Enrolment Agreement

POLICY REVIEW

The school board and principal will review the Enrolment Policy every second year.

ENDORSEMENT

Updated date	May 2023
Endorsed by	School Board
Endorsed on	May 2023