



Hamlyn Views School

# Enrolment Policy

## 1. PURPOSE

This policy has been developed to ensure clarity for the local community on the enrolment criteria for our school and support access to a high quality educational program for all students in attendance. By law in Victoria all children aged between 6 and 17 years must be enrolled at a registered school or registered for home schooling unless they have a reasonable excuse.

School participation is important as it maximises life opportunities for children and young people by providing them with education and support networks. It also helps to develop important skills, knowledge and values that set them up for further learning and active participation in their local community.

This policy and process will support the Principal to manage the development of the school as it progresses from its inaugural year in 2018, the staffing and provision of a high quality teaching and learning program. Importantly this will also enable the growth of a strong and positive school culture.

## 2. ELIGIBILITY CRITERIA

Students are eligible to enrol in the school if they meet all of the criteria below:

- In Years Foundation - 12
- Meet the eligibility criteria and are funded under the Program for Students with Disabilities (PSD) - Intellectual Disability Category (Moderate to Profound, FSIQ < Below 50).
- Live in the Designated Transport Area. Contact the Principal to check the map or visit <http://www.schoolbuildings.vic.gov.au/Pages/Schools/North-Geelong-Special-Developmental-School.aspx>
- Live outside the Designated Transport Area but have special circumstances that support enrolment at Hamlyn Views School.

### Interstate

A child who is less than the minimum age of entry for Victorian schools, but has transferred from an interstate school, will be eligible for enrolment. Evidence of age, eligibility and full-time enrolment at the interstate school must be provided.

### Overseas

Enrolment of overseas students will be undertaken as per DET guidelines.

## 3. IMPLEMENTATION

This policy will be implemented to provide an efficient process of enrolment that satisfies the needs of both students and the school.

- a. Enrolling students will be required to provide their:
  - Birth Certificate, as proof of name and age (indicating that they will turn 5 years of age by the 30<sup>th</sup> April of that year)
  - Immunisation Status Certificate.
- b. At initial enrolment a Victorian Student Number (VSN) will be allocated to a student in the name certified in admission documents. When students transfer between schools, the name will remain as the name attached to the VSN, unless new legal documentation with an amended name is provided.
- c. Students from other government schools wishing to enrol are welcome at any time throughout the year however it is preferred that a new student commence at the start of a term, with a Student Support Group meeting held prior to the student enrolling where practical.
- d. The Principal will contact the previous school of a student seeking a transfer to establish eligibility and discuss the circumstances of the transfer, and any academic or behavioural matters.
- e. Approval for school bus travel will be sought from DET as required.

### **Appeals**

Parents/guardians are entitled to appeal enrolment decisions based on the above protocols. Appeals will be considered based on the following department placement principles:

- Provide each eligible child with a place in the DTA.
- Contain enrolments in each school within the limits of available resources as determined by the Regional Director.

### **Enrolment timeline for students**

Once student eligibility is confirmed, families will be invited to collect an Enrolment Pack from the school. Completed enrolment forms and other required supporting documents such as immunisation records, proof of residence etc., as listed in the Enrolment Pack, should be returned to:

Hamlyn Views School  
Enrolments  
45 Calvert Street,  
HAMILYN HEIGHTS. Vic. 3215

**OR**

Hamlyn Views School  
Enrolments  
P.O. Box 6042  
GEELONG WEST. Vic. 3218

A confirmation email/letter will be forwarded to families when the enrolment is processed.

## **4. Evaluation**

This policy will be reviewed as part of the school's four year review cycle.

**This policy was ratified by School Council in September, 2018**

**Date for next review: 2022**