



Enrolment Policy and Transition Procedures

June 2018

(Developed in accordance with the Department of Education and Early Childhood Development guidelines on Enrolment – Oct 2014 and the Education and Training Reform Act 2006)

Seabrook Primary is a Victorian State Government School and an accredited IB school. We aim to deliver best learning and teaching practice, which supports and develops learners who are knowledgeable and seek to display an international perspective.

Purpose:

1. Provide parents/guardians with guidelines as to the enrolment process, compulsory school age and transition procedures of your child/ren at Seabrook Primary.
2. Ensure that children can attend their designated neighbourhood government school.
3. Keep all information confidential and managed in accordance with the Department's privacy policy and Victorian privacy laws.

Application Process:

1. Schooling is compulsory for students aged between 6 and 17 years.
2. An application must be made on the school's official Enrolment Application Form available from the front office (reception).
3. All parents/guardians of students who seek enrolment at Seabrook will be required to provide three pieces of proof of their residential address (see checklist) to match Seabrook's current enrolment map on the website. Please note these boundaries may change for future enrolments.
4. Parents/Guardians of students who seek enrolment as part of their first year of school (Foundation/Prep) will be required to provide proof of age (indicating that they will be turning 5 years of age by the **30th of April** of that year) and an immunisation history statement/certificate.
5. All applicants must be an Australian citizen, or a student with relevant specified visas.
6. All application forms must be signed by the parent or guardian.
7. Change of name under which a student is enrolled is permitted if new legal documentation with an amended name is provided eg. officially amended birth certificate, proof of adoption or court order authorising another name.
8. It is the parent/guardians responsibility to notify the school promptly of a change of address or phone numbers of the primary and emergency contacts.
9. Parents seeking early age entry must make a written application to the Regional Director.
10. Student allocation to classes will be in accordance to class size and student need.
11. If you currently have a child enrolled at Seabrook Primary School who is not leaving to transition to year 7 (in years prep-5), their sibling will be automatically accepted if you do not reside in the Seabrook enrolment zone.
12. School fees for each year level are made available in the first week of December for the following year. Please access these from our school website: www.seabrook.vic.edu.au

13. The following considerations are made with regard to creating a **balanced classroom** for Grade 1- 6 student placement in no particular order.

Gender	Kinder Groups
Special Needs	Academic Achievement
Social/Emotional Development	Staffing

Teacher requests by parents/guardians will NOT be considered.

14. If enrolment information is incomplete, the Principal may delay admission for up to 5 days or conditionally admit the student whilst the parent/guardian obtains the required information.
15. If enrolment is conditional, the Principal will record the enrolment conditionally and advise the parent/guardian in writing that the enrolment is conditional upon providing the missing information and will only be formally completed when these conditions are met.

Kinder to Foundation(Prep) Transition:

Seabrook Primary offers a supportive Kinder to Foundation(Prep) Transition Program to enable the children to adjust to the changes in routine, structures and environment and ensure a smooth transition for all children. Our program will ensure that your child's Foundation/Prep year is one of the most successful in their learning journey. In order to achieve this, we do need your support and more importantly trust in the decision/s we make for **all** children in their first year of schooling with regards to class placement.

Enrolment is conducted as above with the following additions:

1. It is preferred that students attend all transition events planned for the year.
2. All children **must** attend the kinder to foundation/prep transition day in December.
3. All families **must** be represented at our information evening for parents in December.
4. The following considerations are made with regard to creating a **balanced classroom** for prep student placement:

Gender	Your child's friendship choices
Special Needs	Academic Achievement
Staffing	

5. Confirmation of enrolment will be finalised during Term 4 of the current year once all enrolment requirements have been approved and processed.

Teacher requests by parents/guardians will NOT be considered

N.B. Every effort will be made to place your child accordingly and we will ensure that they will be with a ***familiar face*** wherever possible. Classes are developed taking into consideration all of the above to ensure a ***productive learning*** environment

REVIEW CYCLE

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change. This policy was last updated on June, 2018 and is scheduled for review in June, 2021.