

NOOJEE PRIMARY SCHOOL SCHOOL ENROLMENT POLICY

Enrolment

As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements. The school will be a school without a zone but with a neighbourhood and it will take all students who make inquiries from its neighbourhood.

All new students, from Grade Prep to 6, and a family member or a caregiver will be interviewed by a senior member of the teaching staff prior to enrolment to ascertain an appropriate year level and learning program.

The enrolment policy of the school will take account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.

It will be an inclusive school and it will provide programs for all enrollees. A Disability and Impairment Program will cater for students who have special learning needs.

An enrolment register will be maintained using the CASES21 Student module. The enrolment register will be kept up to date by the Business Manager. Changes to the register will be done on a weekly basis to reflect current student numbers and movement of students into and out of the school. Student destinations will be tracked.

Reviewed	MAY 2017
To be Reviewed	MAY 2020