**Rationale:**

To ensure that schools: enrol eligible students, maintain enrolment data and maintain their custodial role.

**Aims:**

As Warragul North Primary School is within the Victorian public school sector, our school will comply with all government and department enrolment requirements. The school is not a DET zone school.

**Implementation:**

* A family member or care giver of any student transferred into the school will be interviewed by a Principal Class Officer 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 is an inclusive school and it will provide programs for all enrolees. A Program for Students with Disabilities (PSD) will cater for students who have special learning needs.
* An enrolment register will be maintained. The enrolment register will be kept up to date by a dedicated member of the school office staff. 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.
* International students will be enrolled in a manner consistent with the guidelines for enrolment of international students of the Department of Education and Early Childhood Development.

**Evaluation:**

This policy will be reviewed as part of the school’s five -year review cycle.

This policy was ratified by School Council in May 2014

This policy was amended by School Council in July 2018