

## Rationale

Ormond Primary School is a government school. All children who are Australian citizens or permanent residents, and who are under eighteen years, are eligible to be enrolled in a government school. They are guaranteed a place in their neighbourhood school and may choose any other school in which space is available. Children may enter primary school at the beginning of the year that they turn 5 years, if their birthday falls before the 30<sup>th</sup> April.

Ormond Primary School caters to students from Foundation to Year 6.

## Purpose

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.
- To provide a fair and equitable opportunity to attend the School.

## Guidelines

Ormond Primary School is within a Department of Education Designated Neighbourhood Zone.

Visit [Find My School](#) to view the new school zones, which took effect in 2020. This has the most up-to-date information about Victorian school zones for 2020 onwards. Students residing in this zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address. Please contact the office on 03 9578 1327 or [ormond.ps@education.vic.gov.au](mailto:ormond.ps@education.vic.gov.au) if you live outside the school zone and would like to discuss an enrolment.

The Department of Education provides guidance through the [School Placement Policy](#) to ensure that students have access to their designated neighbourhood school and the freedom to choose other schools, subject to facility limitations. You can find more information and answers to frequently asked questions on the Department's website under School zones.

### For more information

If you have a question about school zones call the VSBA Hotline on 1800 896 950 or email: [vsba@education.vic.gov.au](mailto:vsba@education.vic.gov.au)

## Enrolment Requirements

- A completed Ormond Primary School enrolment form.
- A Birth Extract for photocopying – the original must be shown at the Office.
- Immunisation Certificate: either Australian Childhood Immunisation Register completion of 4 year old vaccine schedule or the School Entry Immunisation Certificate from the City of Glen Eira-Health Services., Cnr Hawthorn and Glen Eira Roads, Caulfield.

Please note it is a legal requirement to provide a school entry immunisation certificate on enrolment at a primary school in Victoria.

- Original or certified copies of any two of the following documents as evidence of permanent residential status in the Zone:
  - Current rental agreement
  - Most recent council rates notice
  - Most recent utility bills
  - Unconditional contract of sale
  - Other official documentation that demonstrates permanent residency at an address within the zone.

## Enrolment Priorities

- Students living in the Zone.
- Students who have siblings attending the school
- Distance from the school
- Compassionate ground for enrolment at the school.

## Implementation

- All children who are eligible to attend a Victorian government school and permanently reside within the Zone are welcome to attend Ormond Primary School.
- Students enrolling at the Foundation level will be required to provide proof of age (indicating that they are turning 5 years of age by 30<sup>th</sup> April of that year) and an immunisation certificate.
- Where a student will be younger than 5 years of age on 30 April in the year of enrolment then Ormond Primary School will follow Departmental guidelines. Refer to *DET's School Policy Advisory Guide Admission policy*.
- Information regarding enrolment of overseas students can be obtained from the DET International Studies Unit on +61 3 9637 2202.
- All enrolments will require the completion of the DET 'Confidential Student Enrolment Information Form' with details entered into CASES by Student Administration.
- Students (who meet the relevant enrolment requirements) wishing to enrol at the School from a neighbouring school will be able to do so if:
  - the transfer is sought at the commencement of a school year or the commencement of term 3; or
  - there has been a change of address that places the student closer to the School than the previous school (where requested); or
  - the student is transferring from a non-government school; or
  - the transfer is requested (other than in the circumstances outlined above) by a parent/guardian and the Principals of the previous school and of the School are in agreement with the request.
- The Principal or Assistant Principal (or delegate) will make enquiries of the previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling) and to discuss academic or behavioural matters. The Principal has the authority to defer admission if it is in the best interest of the student.
- On enrolment, parents are informed of the range of support options available including the Camps, Sports and Excursions Fund and State Schools' Relief.
- Confirmation Request Letters are sent out to all enrolled families before Prep Packs are distributed with transition dates and information regarding uniforms, booklists and fees.

## Out of Zone

- Applications that are received are filed until a decision by the Principal has been made if they are to be accepted. An Offer of Placement letter is then sent to the successful applicant/s asking to confirm if they accept the offer.
- Once they have accepted placement a full Enrolment Pack is sent to them and the IN zone process is followed.

## Pre -Enrolment Package

### In Zone New Enrolment (Includes Foundation Transitions)

- Enrolment Form
- Ormond Primary School Information Booklet / Foundation Handbook
- Ormond Primary School Values Poster
- Department of Health Immunisation Status Certificate Information- *Starting Primary School* brochure
- Any other information regarding Government funding/requirements that may be applicable at the time.
- DET's *Get Ready for Preps* tip sheet
- Request for any documentation not yet received

# Student Enrolment Policy



## Out of Zone

- Out of Zone Application Form
- Modified Ormond Primary School Information Booklet
- Ormond Primary School Values Poster
- Neighbourhood Boundary Map
- Department of Health Immunisation Status Certificate Information- *Starting Primary School* brochure
- DET's *Get Ready for Preps* tip sheet
- Any other information regarding Government funding/requirements that may be applicable at the time.
- Request for any documentation not yet received

## **Enrolment Pack**

- CASES21 Student Information Full Details
- COMPASS Parent Login and User guide
- Medical Action Plans for completion if applicable
- Ormond Primary School Information Booklet / Foundation Handbook
- Booklist and School Fees Information and costs.
- Uniform list
- Parent Contact List Consent Form
- ICT Acceptable Use Agreement for Digital Technologies
- Out of School Hours Information and Application Form
- COMPASS Parent Login and User guide
- Lunch Order Menus and links for lunch providers Taste Galore and Classroom Cuisine
- Ormond Primary School Values Poster
- Ormond Primary School iNewsletter Subscription Information Slip
- DET's *Get Ready for Preps* Tip sheet
- Parent and Friends event flyers
- Instrumental Music enrolment
- Any other information regarding Government funding/requirements that may be applicable at the time.
- Request for any documentation not yet received

## **Related Policies**

Transition Policy

## **Renewal and Approval:**

This policy will be reviewed as part of the school's four-year review cycle or when DET Attendance Guidelines require it to be amended.