

# Caulfield South Primary School

**C.S.P.S.**

## **Admissions Policy**

### **Purpose**

The Admission process for enrolment at Caulfield South Primary School will provide:

- An opportunity for students, living within the school boundary/zone to attend Caulfield South Primary regardless of gender, race or disability.
- An efficient process of enrolment that satisfies the needs of both the students and the school.

### **Guidelines**

Admittance to the school will follow the principles of the Bill of Rights, Victorian Government entry requirements and the Caulfield South Primary nearest neighbourhood boundary.

Siblings of students who are enrolled at the school will also be accepted.

International students will be enrolled according to the requirements of the International Division, DET.

On admission, parents will complete an enrolment form providing personal, social, medical and academic details and will receive a school information pack.

Out of zone enrolments are contingent on vacancies within the year level, if there are no vacancies, offer of a place will not be made.

Students from overseas and interstate will be assessed prior to admission, to determine the appropriate Grade level.

Students will be allocated to classes according to school and student needs.

Once admitted to the school students will be made welcome and teamed up with a buddy to assist the student to settle in.

Students with English as a second language (EAL) will be supported in the classroom literacy program. Assessments from an EAL specialist may recommend a student to attend an English language school for a period of time before attending Caulfield South Primary.

### **Implementation**

Tours of the school will be conducted by the principal and school captains, for interested families.

All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES. The information provided includes:

- date of birth with an accompanying birth certificate
- immunization history statement from Medicare
- names and addresses of the student and enrolling parent or guardian

- details of medical and other conditions that may require special consideration
- emergency telephone numbers, including a nominated doctor
- the name of the previous school and the student's current year level, where students transfer from another school
- copy of visa (if applicable)

Once enrolled, families will receive confirmation.

Prep families are notified, in writing, at the beginning of Term 4 of confirmation of enrollment.

A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate or overseas school must be provided. Information regarding the enrolment of overseas students can be obtained from the International Division, DET.

Students with disabilities and/or impairments are enrolled along with all other eligible children. Delayed admissions can only be authorised by the Regional Director.

Early Childhood Centres will complete a transition form for students transitioning to primary school.

Students new to school during the year can commence once they have met their teacher and have purchased their school uniform. This will be arranged through the front office.

### **Evaluation**

The evaluation of the effectiveness of Caulfield South Primary School's Admissions Policy will be reviewed as part of a 3 year cycle.

**Ratified by School Council:** 25.5.22

Date of last review: May, 2022