

Admissions Policy:

Purpose:

The admission process for the enrolment of children at Cranbourne Carlisle will provide:

- an opportunity for children, living within the local neighbourhood, to attend regardless of gender, race or disability
- an efficient process of enrolment that satisfies the needs of both the child and the school

Guidelines:

- the admission process will be facilitated by the School Office Team.
- admittance to the school will follow the principles of the Bill of Rights, Victorian Government entry requirements giving priority to the children residing within the Cranbourne Carlisle Primary School neighbourhood.
- an enrolment form, detailing personal, social, medical and providing previous school academic records will be completed by the parent/guardian at the school.
- children from overseas and interstate will be reviewed prior to admission, to determine the appropriate year level. Parents will be consulted and academic reports requested.
- children will be allocated to classes, by the Principal, according to child needs and school provision available.
- once admitted to the school, children will be made welcome and staff will monitor the transition stage
- children with English as a second language (ESL) will be supported through support programs as available. This may involve enrolment in a language school and delayed admission to the school.

Implementation:

- a tour of the school will be provided by a member of the Principal Team in order to provide interested parents with general information regarding the school programs and facilities.
- parents of children enrolling at the school, as part of a prep intake, must provide proof of age (indicating that they have turned five (5) years of age by the 30th April of the year of entry) and an immunisation certificate provided by the City of Casey.
- a child who is less than the minimum age of entry for Victorian schools, but has transferred from an interstate school may be eligible for enrolment. Evidence of age and full-time enrolment at the interstate or overseas school must be provided.
- no child will be refused entry on the basis of race, gender or disability.
- children with disabilities and/or impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- all enrolments will require the completion of the 'Confidential Student Information Enrolment Form', with details entered immediately on DEECD software 'CASES21'
- pre-school centres will be asked to complete a brief social and academic report on all children enrolling, to assist with a smooth transition and assist placement.
- children requesting to enrol, from a neighbouring school, will be able to do so at the commencement of a year or the commencement of a term if space allows, or if the Principal Team is in agreement with the immediate transfer, or if there has been a change of address that places the child as residing closer to the school than the previous school, or if the child seeking enrolment is from a non-government school.