**Belgrave South Primary School**

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**Enrolment Policy**

 **PURPOSE**

As a school within the Victorian public school sector, Belgrave South Primary School will comply with all government and DET enrolment requirements.

**GUIDELINES**

* Students and family members or caregivers may be interviewed prior to enrolment to ascertain an appropriate age, 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.
* Belgrave South Primary School will be an inclusive school and will provide programs for all enrolled students.
* A Disability and Impairment Program will cater for students who have special learning needs.
* All enrolments for international students will be undertaken in conjunction with the DET International Education Division.
* International students will only be enrolled if there are available places within a year level.

**IMPLEMENTATION**

* All enrolments will be recorded on CASES21.
* CASES21 will be kept up to date by the administration staff.
* Changes to the register will be done regularly to reflect current student numbers and movement of students into and out of the school.
* Student destinations will be tracked.
* Updates will be sent home to families twice a year to ensure that the details on CASES21 are accurate.

**EVALUATION**

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

**Reference: DET Guidelines**

**Appendix: PRIVACY COLLECTION STATEMENT - Enrolment**

This policy was last updated on July 2020 and is scheduled for review on July 2023