

# ALPHINGTON PRIMARY SCHOOL ENROLMENT POLICY

## Rationale:

Alphington Primary School is committed to providing an open and transparent enrolment process for all new students. The school implements a successful transition program, based on age and year level, to support students and families as they enter our school community. The school is responsible for monitoring enrolments to ensure places are available for students for whom APS is the closest school. The school must also determine that adequate teaching spaces and staff are available to meet these enrolments.

## Aims

To:

- Provide a clear and transparent enrolment process
- Ensure that the school provides a supportive enrolment and transition process.

## Implementation

1. Prep enrolments are accepted during the year prior to enrolment. Proof of the student turning 5 years of age by 30 April in their first year of school and an immunisation certificate are to be provided.
2. Enrolment forms are available from the office, by email or post.
3. School tours are available by appointment with the Principal or delegate.
4. An annual Open Afternoon is held for prospective families.
5. The school advertises prep enrolment information in the school newsletter and at local kindergartens to ensure enrolments are made as early as possible to assist with future planning.
6. Enrolment applications are confirmed by letter.
7. Local kindergarten visits are conducted to meet staff and familiarise kindergarten students with the school environment as part of the transition process.
8. Confirmation of enrolment will be confirmed by letter.
9. A letter outlining the orientation process is sent to families
10. Three orientation sessions are conducted during October/November for future Prep students, and parent information sessions are presented by the Principal and guest speakers.
11. The school seeks to welcome and accept all members of the community. Parents wishing to transfer student/s from another primary school and students for whom APS is not the closest school apply by arranging an appointment with the Principal. Their enrolment is at the discretion of the Principal and takes into account location to the school, siblings already at the school and numbers in grades as some of the considerations. Once accepted a transition program will be offered to these students prior to them beginning at APS.
12. The enrolment process is reviewed regularly based on available teaching space and projected enrolment figures.

## Evaluation:

This policy will be reviewed as part of the school strategic plan review.

This policy was last ratified by School Council in...

March 2016