

# Marong Primary School

## Enrolment Policy



As a school within the Victorian public school sector, our Marong Primary School will comply with all government and department enrolment requirements.

Marong Primary School will be a school without a zone but with a neighbourhood

It will take all students who make inquiries from its neighbourhood.

All students and a family member or a caregiver will be interviewed by a member of the Principal prior to enrolment to ascertain the appropriate 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.

Enrolment form must be accompanied by:

- Birth certificate
- Immunisation certificate
- Visa information
- Relevant legal documents

Marong Primary School is an inclusive school and it will provide programs for all enrolees. The learning program will cater for students who have special learning needs.

An enrolment register will be maintained.

The enrolment register will be kept up to date by a dedicated member of the school office staff. Changes to the register will be done on a weekly basis to reflect current student numbers and movement of students into and out of the school. Student destinations will be tracked.

International students will be enrolled in a manner consistent with the guidelines for enrolment of international students of the Department of Education and Early Childhood Development.

### **Evaluation**

This policy will be reviewed annually or more often as necessary due to changes in regulations or circumstances.

18<sup>th</sup> May 2021