

Enrolment Policy

Responsibility	Principal
Endorsed by Council	October, 2022
Due for Review:	October, 2025



Help for non-English speakers

If you need help to understand the information in this policy, please contact Wooranna Park Primary School via phone (03) 9795 2007 or email wooranna.park.ps@education.vic.gov.au.

Rationale	Wooranna Park Primary School is committed to providing an efficient process of enrolment that satisfies the Department of Education and Training (DET) guidelines and supports the needs of students, parents/guardians and the school.
Aims	The aim of the policy is: <ul style="list-style-type: none">• To ensure Wooranna Park Primary School complies with DET enrolment policy and guidelines.• To ensure Wooranna Park Primary School enrolls eligible students, maintains enrolment records and discharges its custodial role.• To manage the enrolment procedures of students wishing to attend the school in an open and transparent way.
Guidelines for Implementation	<p>The Department's <i>Placement Policy</i> embeds the legal entitlement for students to enrol at their designated neighbourhood school, and to enrol at another school if there is sufficient accommodation. Please read the DET Policy via the link below for further information: https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy</p> <p>Right to attend the designated neighbourhood school A student's designated school is generally the school that is nearest to the student's permanent address as determined by the school zone. The website Find My School provides guidance on which school zone a student's permanent residence is located within.</p>

Related Documents

- *Privacy and Information sharing* <https://www2.education.vic.gov.au/pal/privacy-information-sharing/guidance/sharing-information>
- International Student Program (ISP) <https://www2.education.vic.gov.au/pal/international-student-program/policy>