



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197
Phone 9772 4011 Fax 9776 0421
Email: patterson.lakes.ps@edumail.vic.gov.au

P.O. Box 330, Patterson Lakes, 3197
Principal: Carole Mayes
Website: <http://www.patterson-lakes-ps.vic.edu.au>

ENROLMENT POLICY

RATIONALE

All children enrolling at Patterson Lakes Primary School require a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

AIMS

To provide an efficient process of enrolment that satisfies the needs of both students and the school.

IMPLEMENTATION

- All children who live within the designated neighbourhood zone and are eligible to attend a Government school are welcome to attend Patterson Lakes Primary School.
- Students enrolling at Patterson Lakes, as part of a Foundation intake, will be required to provide proof of age, (indicating that they have turned 5 years of age by the 30th of April of that year), an immunisation certificate and proof of address.
- A child who is less than the minimum age of entry for Victorian schools, but has transferred from an interstate school, is eligible for enrolment pending approval from the South-Eastern Victoria Region. Evidence of age and fulltime enrolment at the previous interstate school must be provided.
- Patterson Lakes Primary School, under the guidelines of the designated neighbourhood boundary (Appendix A), will accept students enrolling as part of a Foundation intake in the following order:
 - Students residing in the designated neighbourhood zone.
 - Students residing at the same address as an older sibling who is attending the school.
- Once the school has reached its quota of Foundation students, [to be determined by the Principal], a waiting list will be initiated. Parents will be encouraged to enrol their students at another local primary school. The school will contact parents on the waiting list when a vacancy becomes available based on the designated neighbourhood area guidelines. Extenuating enrolments will be at the discretion of the Principal.
- Once the school has reached its quota of students in Years 1 to 6, [to be determined by the Principal], parents will be encouraged to enrol their students at another local primary school. The school will contact parents on the waiting list when a vacancy becomes available based on the designated neighbourhood area guidelines.
- Parents seeking early age entry for their children must make a written application to the Regional Director.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
- Students with Disabilities 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 DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- Students wishing to enrol at Patterson Lakes Primary School, from a neighbouring school, will be considered if both Principals agree the transfer will be in the best interest of the student.
- The Principal or Assistant Principal will contact previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate [if enrolling], and to discuss any academic or behavioural matters. The Principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the best interests of the student.
- Students will be allocated to classes according to a combination of class size and student need.


EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School on the 16th May, 2017.

Signed.....
School Council President

Signed.....
Principal



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APPENDIX A – PLPS NEIGHBOURHOOD BOUNDARY

