



Kennington Primary School

Enrolment Policy

2017-2019

Enrolment

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

Kennington Primary School is a school without a zone but with a neighbourhood.

Kennington Primary School will enrol students whose families make inquiries from its neighbourhood.

All students and a family member or a caregiver will meet with a member of the Principal Class 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.

The completed Enrolment form must be accompanied by:

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

Kennington Primary School is an inclusive school and it will provide programs for all enrollees. 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 as part of the school's three-year review cycle or more often if necessary due to changes in regulations or circumstances.

This policy was ratified by School Council in September 2017.

To be Reviewed: September 2019