



## ADMISSION POLICY

### **Purpose:**

Purpose of Admission Policy is to ensure that Sunshine Harvester Primary School enrolls eligible students. This includes children of school age who have the right to be admitted to their designated neighborhood government school at the beginning of the school year (or when relevant) unless an approved alternative placement has been arranged.

### **Aims:**

Before admitting a student, Sunshine Harvester Primary School will:

- for students transferring from another Victorian government school, import student information using CASES21; and provide parents with the Student Enrolment Information Form for validation of student information
- for students who are new to the government system, obtain a completed enrolment form.

### **Implementation:**

For all students, Sunshine Harvester Primary School must:

- collect relevant admission information;
- provide a privacy notice to the enrolling parent explaining the use to be made of enrolment information;
- collect and record an Immunisation History Statement.

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas or Immicard;
- deemed eligible and approved for enrolment by the principal or relevant regional director.

On admission the school consider the following in determining a student's school readiness:

- age eligibility: the Principal and admission staff have responsibility to ensure eligibility and approve the admission of individuals who will attend Early Education Programs in special developmental schools and are of compulsory school age; those aged between 6 and are at least 5 years of age by 30 April of the year of enrolment;
- entry assessment from kindergarten;
- informal observations to assess development, literacy and numeracy, and academic, social and emotional needs.

### **Enrolment forms must be completed and include:**

- date of birth (note: evidence of date of birth can be official, such as a birth certificate or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age);
- names and addresses of the student and enrolling parent or guardian;
- contact details including home, work, mobile numbers and e-mails;
- details of medical and other conditions that may require special consideration;
- emergency telephone numbers, including a nominated doctor;
- an Immunisation History Statement from the Australian Immunisation Register;
- the name of the previous school and the student's current year level, where students transfer from another school.
- Signed consent (or non-consent) forms and statements, included in Sunshine Harvester Primary School enrolment pack.

### **Further Requirements**

#### Consent:

- The signature of parent as defined in the Family Law Act 1975  
Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility;
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school;
- an informal carer, with a statutory declaration. Carers:
  - may be a relative or other carer;
  - have day-to-day care of the student with the student regularly living with them;
  - may provide any other consent required e.g. excursions.

#### Notes for informal carer:

- statutory declarations apply for 12 months;
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

#### Student identification and name for applicants who are:

- Australian-born, a birth certificate or equivalent;
- non-Australian-born, a passport or travel document such as a visa or Immicard.

### **Evaluation:**

This Policy was developed in 2018 and will be reviewed in 2022.