

Murtoa College

ENROLMENT POLICY



Rationale:

Murtoa College accepts enrolments from within its zone and in certain cases from families seeking to enrol their child from outside the local neighbourhood area.

Aims:

To clarify the enrolment procedure at Murtoa College.

Implementation:

Enrolment

As a school within the Victorian public-school sector, our school will comply with all government and department enrolment requirements. The school has a zone and it will take all students who make inquiries from its zone.

Zone students

All students and a family member or a caregiver will be interviewed by a member of the teaching staff prior to enrolment to ascertain an appropriate year level and learning program.

Students from outside the zone

All students and a family member or a caregiver must be interviewed by a team, usually including the Principal, prior to enrolment to ascertain an 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.

It will be an inclusive school and it will provide programs for all enrollees. A Disability and Impairment 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 the school office staff. Changes to the register will be done daily 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 Training (DET).

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2021
Approved by	Principal
Next scheduled review date	November 2024