

Portland Primary School Enrolment Policy:

Enrolments:

As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements. The school will be a school without a zone but with a neighbourhood and it will take all students who make inquiries from its neighbourhood.

All students in the Portland District are encouraged to attend their local school.

The Principal will contact the previous school for information related to the students learning levels and general information.

All students and a family member or a caregiver will be interviewed by 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 PSD will cater for students who bring 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, being our school business manager. Changes to the register will be done on a monthly 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.

When children are moving from another local primary school, the principal will make contact with their previous principal for a possible handover meeting where deemed necessary. School movement during a term will not be encouraged.

June 2019