



ENROLMENT POLICY

Camp Hill Primary School



Help for non-English speakers.

If you need help to understand the information in this policy, please contact the school office on 544 3367.

PURPOSE

To ensure that schools:

- enrol eligible students
- maintain enrolment data
- maintain their custodial role.

DET guidelines have determined that the school should service a defined area, called the 'neighbourhood school zone'. The school neighbourhood zone has been devised taking into consideration the location of other local Primary Schools.

Please refer to findmyschool.vic.gov.au to find your designated neighbourhood school.

Camp Hill Primary School will follow the guidelines set out in the DET Policy portal (see further information and resources).

SCOPE

This policy applies to each child residing in the school neighbourhood zone or with a sibling currently at the school with a right to a place at this school, providing clear and precise enrolment guidelines for parents wishing to enrol their children at Camp Hill Primary School.

POLICY

Schools must:

- enrol eligible students, who are new to the Victorian government education system under the name contained in the documents supporting their admission; primarily their birth certificate
- keep copies of sighted documents (Note: for primary students this includes an Immunisation History Statement from the Australian Immunisation Register)
- verify changes to student enrolment names
- maintain and update student details obtained on enrolment
- keep all information confidential and managed in accordance with:
- the Department's privacy policy
- Victorian privacy laws

Camp Hill Primary School Guidelines

1. Each child residing within the school neighbourhood zone will be provided with a place at Camp Hill Primary School.
2. Students living outside the school neighbourhood zone with a current sibling who has the same permanent residential address, who will be concurrently attending Camp Hill Primary School, may be considered for a place at Camp Hill Primary School.
3. Enrolment applications for children living outside the school zone will be accepted subject to the availability of a place. In the case of no place being available the child can be placed on a waiting list pending the availability of places.
4. Any places remaining after the placement of students living within the zone will be allocated to students living outside the school zone in order of proximity of their home to the school.
5. Parents can choose to go on a waiting list for the following year. Interim Enrolment applications are obtainable from the school office and will be accepted throughout the year for the following year. Proximity to the school as per guideline 4 will determine who is eligible for enrolment if enrolments exceed limits imposed by accommodation constraints.
6. Parents of students on the Interim Enrolment list for the following year, will receive confirmation or otherwise of their enrolment status at Camp Hill Primary School by the end of July.
7. In exceptional cases, students may be enrolled on compassionate grounds where there are significant family or individual circumstances.
8. The enrolment policy will be managed by the principal.

COMMUNICATION

This policy will be communicated to our school community in the following way:

- Available publicly on our school's website
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [DET enrolment guidance](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	2024
Approved by	Principal
Next scheduled review date	2025