



## ENROLMENT POLICY

### Rationale:

All children enrolling at Cranbourne East Secondary College deserve a smooth transition that enables them to become part of our College with minimum disruption and maximum support.

### Objectives:

- To provide an efficient process of enrolment that satisfies the needs of both students and the College.

### Guidelines:

- All children who reside in the zoned boundary, as indicated on our College website, and who are eligible to attend a Victorian Government school are welcome to attend our College.
- When the prospective student resides outside the school boundary, they will be encouraged to approach the secondary college that service the area where they live.
- Students with disabilities and impairments will require a student support group meeting prior to their starting date at the College so teaching staff can be made aware and plan for their specific learning needs.
- Students wishing to enrol at our College or transfer from a neighbouring school will be able to do so, on the condition that they reside in the zoned boundary.
- The first step involves the legal parent/guardian of the student completing an enrolment enquiry and release of information form.
- An Assistant Principal will contact leaders of previous schools of all students seeking transfers to discuss the circumstances of the transfer and to discuss any academic or behavioural matters. The Principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interests of the student.
- The designated Assistant Principal will contact the student's family or guardian(s) regarding the outcome of their enquiry after gaining the necessary information from their previous school.
- The enrolling student and their family or guardian(s) are required to attend a meeting where the enrolment documents, process and information are discussed. Subsequent meetings may be organised at the request of the Principal, Assistant Principal, Welfare Coordinator or Parent(s)/Guardian(s).
- Interpreters will be arranged where indicated on the enrolment enquiry form to assist with the enrolment interview and completion of the enrolment pack.
- Enrolments will require the completion of all other documents specified in the enrolment pack. Student details will then be entered immediately on CASES21 by the office administration. Proof of current residence is to be provided to the College along with any copies of current visas and this information will be placed in the student's confidential file.
- Exit forms are to be completed before a student leaves or transfers from their current school.
- Students will be allocated to classes according to a combination of factors: class sizes, timetable requirements and student needs.
- On commencement at the College, students will be required to wear the Cranbourne East Secondary College uniform as listed in the Uniform Policy. Students are also required to

have the appropriate resources, including their own computer, as listed in the College booklist and enrolment pack.

- Students will be informed of the allocated class group and House on enrolment at an agreed start date and time. They will be inducted to the College by a staff member and provided with a timetable and any other appropriate information.

**Evaluation:** The effectiveness of this policy will be reviewed as part of the college's four year review cycle.