



Enrolment Policy and Transition Procedures

(Developed in accordance with the Department of Education and Early Childhood Development guidelines on Enrolment – Oct 2014)

Seabrook Primary is a Victorian State Government School and an accredited IB school. We aim to deliver best learning and teaching practice, which supports and develops learners who are knowledgeable and seek to display an international perspective.

Purpose:

1. To provide parents/guardians with guidelines as to the enrolment process and transition procedures of your child/ren at Seabrook Primary.
2. To ensure that children can attend their local neighbourhood school.

Application Process:

1. An application must be made on the school's official Enrolment Application Form available from the front office (reception).
2. All parents/guardians of students who seek enrolment at Seabrook will be required to provide three pieces of proof of their residential address (see checklist) to match Seabrook's current enrolment map on the website. Please note these boundaries may change for future enrolments.
3. Parents/Guardians of students who seek enrolment as part of their first year of school (Foundation/Prep) will be required to provide proof of age (indicating that they will be turning 5 years of age by the **30th of April** of that year) and an immunisation certificate.
4. All application forms must be signed by the parent or guardian.
5. It is the parent/guardians responsibility to notify the school promptly of a change of address or phone numbers of the primary and emergency contacts.
6. Parents seeking early age entry must make a written application to the Regional Director.
7. Student allocation to classes will be in accordance to class size and student need.
8. If you currently have a child enrolled at Seabrook Primary School who is not leaving to transition to year 7(in years prep-5), their sibling will be automatically accepted if you do not reside in the Seabrook enrolment zone.
9. School fees for each year level are made available in the first week of December for the following year. Please access these from our school website.
10. The following considerations are made in regard to Grade 1- 6 Transition in no particular order.

gender	your child's friendship choices
special needs	academic achievement
staffing	

Teacher requests by parents/guardians will **NOT** be considered.

11. If enrolment information is incomplete, the Principal may delay admission for up to 5 days or conditionally admit the student whilst the parent/guardian obtains the required information.
12. If enrolment is conditional, the Principal will record the enrolment conditionally and advise the parent/guardian in writing that the enrolment is conditional upon providing the missing information and will only be formally completed when these conditions are met.

Kinder to Foundation (Prep) Transition:

Seabrook Primary offers a supportive Kinder to Foundation (Prep) Transition Program to enable the children to adjust to the changes in routine, structures and environment and ensure a smooth transition for all children. Our program will ensure that your child's Foundation/Prep year is one of the most successful in their learning journey. In order to achieve this, we do need your support and more importantly trust in the decision/s we make for **all** children in their first year of schooling with regards to class placement.

Enrolment is conducted as above with the following additions:

1. It is preferred that students attend all transition events planned for the year.
2. All children **must** attend the kinder to foundation/prep transition day in December.
3. All families **must** be represented at our information evening for parents in December.

gender	kinder groups
special needs	academic achievement
social/emotional development	staffing

4. Class placement is based on a number of considerations:

Teacher requests by parents/guardians will **NOT** be considered

N.B. While every effort is made to place your child accordingly, we cannot always guarantee that they will be with every friend. Classes are developed taking into consideration all of the above to ensure a ***productive learning*** environment.

5. Confirmation of enrolment will be finalised during Term 4 of the current year once all enrolment requirements have been approved and processed.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change.

Date Implemented	May 2014
Author	Maureen Murphy
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	May 2016
Responsible for Review	Assistant Principal
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References	Victorian Government Schools Policy Advisory Guide

