



Pyramid Hill College

Is a Child Safe School

Enrolment Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the Pyramid Hill College Office on 0354 557 377

PURPOSE

This policy sets out the requirements for entry into Victorian government schools. Schooling is compulsory for all children aged between six and 17 in Victoria, unless granted an exemption from attendance has been granted.

POLICY

Pyramid Hill College holds the belief that school participation is important as it maximizes life opportunities for children and young people by providing them with education and support networks.

It also helps children and young people to develop important skills, knowledge and values which set them up for further learning and participation in their community.

Aims:

To support the access of education to every eligible child through correct enrolment processes

Implementation:

In order to support the enrolment of eligible students the following guidelines will be implemented:

- ♣ Interview to be held with the appropriate Neighbourhood Manager/Assistant Principal/Principal
- ♣ Parent/carer to fill out an enrolment form at the school providing the school with important information about the student
- ♣ Evidence of child's date of birth
- ♣ Parent/carers contact details, including phone number and address, and those of any other parent, guardian and/or carer
- ♣ Names and contact details of emergency contacts
- ♣ Doctor's and dentist's names and phone numbers
- ♣ Immunisation Status Certificate
- ♣ Health and welfare information
- ♣ Information about the language/s the child speaks and hears at home.
- ♣ Enrolment forms are available at the Office. If a parent/carer requires support to fill out the enrolment form, the school staff can help organise this support.
- ♣ Enrolment Packages will contain all required information for parents/carers including College handbook and other operational information

COMMUNICATION

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

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL): [Parent Payments Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2022
Approved by	Principal
Next scheduled review date	2024