



Pyramid Hill College

is a Child Safe School

Enrolment Policy

Rationale:

By law all children aged between six and 17 in Victoria must be enrolled at school or registered for home schooling, unless granted an exemption.

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 Co-ordinator/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
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Evaluation:

This policy will be reviewed as part of the school's review cycle.

Date Implemented	27/5/2014
Reviewed by School Council	19/6/2018
School Council President Signature	
Date of Next Review	June 2021

