

Casey Fields  
Primary School

Chapelton Road, Cranbourne East, VIC, 3977

## ENROLMENT POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact Casey Fields Primary School front office for assistance.

### PURPOSE

To outline Casey Fields Primary School enrolment process and develop a partnership between the family and the school.

The purpose of this policy is to:

- explain the enrolment process at Casey Fields Primary School
- promote our school to families within our school zone
- ensure that we are able to provide the best education and opportunities for families within our school zone
- manage expectations of timelines and transitions
- ensure a successful start at Casey Fields Primary School for every child

### SCOPE

#### Overview

This policy has been developed in order to manage student numbers and resources. The current capacity of Casey Fields Primary School is 525 with all Learning Communities within the school occupied. It is anticipated that the school will have a student population of 1100 in the next few years.

### POLICY

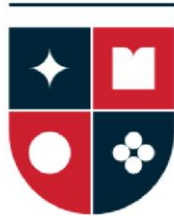
#### Student Enrolment

Casey Fields Primary School will not accept enrolments of students living outside our designated zone as per <https://www.findmyschool.vic.gov.au/>.

#### Student Enrolment Pack

In order for the enrolment to be completed and the student to commence at Casey Fields Primary School, the following documents must be provided:

- DET Enrolment form
- Student Background Information
- 100-Point Proof of Residential Address
- Immunisation records



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- Proof of birth (birth certificate or passport)
- Relevant Visa documentation
- Court Orders
- Relevant medical forms

### Tour Requests

Casey Fields Primary School is open to tour requests for future students within the school zone. These tours will be conducted in a group format and take place on a weekly basis. Bookings can be made through the front office, our school website or email.

### OUT OF ZONE

#### Enquiries

When the school is contacted by families from outside our zone, we will:

- a) Inform the families that Casey Fields Primary School is a zoned school and we do not accept enrolments outside our designated zone.
- b) Encourage the families to contact their 'zoned' school
- c) Explain the Enrolment Order of Priority protocol.
- d) If the family is persistent, they are asked to email school leadership with their reasons for wanting to attend Casey Fields Primary School. This will be reviewed by leadership.

Casey Fields Primary School acknowledges that there may be individual circumstances where it is in the best interests of a student from outside of our zone to attend our school. These individual circumstances will be assessed by the leadership team and upon the advice of the Regional Office.

#### Order of Priority

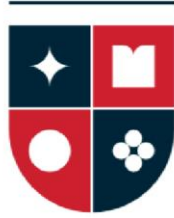
In line with Department guidelines, Casey Fields Primary is implementing a "Priority Order of Placement" protocol as of the date of this policy being endorsed by School Council.

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling who has attend the school.
3. Dependant on capacity in the particular year level, other students may be accepted. In this instance DET enrolment policies for out of zone enrolments will apply.

### CONFIRMATION OF ENROLMENT

For students enrolling for the current school year, enrolments will be confirmed as soon as possible. This confirmation will be communicated via email.

For students enrolling for the following school year, acceptance letters will be sent in approximately Week 7, Term 3. Transition sessions will take place during Term 4. Information including dates and times will be communicated to families.



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### COMMUNICATION

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

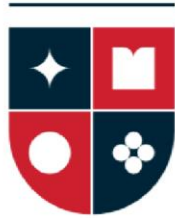
- Made available publicly on our school website
- Available on Compass
- Made available in hard copy from school administration upon request
- Available publicly on our school's website
- Included in parent information sessions

### FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL): [Enrolments](#)
- Enrolment Timeline (see attachment)

### POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2022
Approved by	Principal
Next scheduled review date	May 2025



## Enrolment Timeline

Requirement		Person(s) Responsible	Completed ✓
<b>Term 1</b>			
Week 7	<a href="#">Advertise on Socials and Compass</a>	Admin	
	<a href="#">Create enrolment flyers</a>	Admin	
Week 9	<a href="#">Enrolment flyers to Kinders</a>	Admin	
	<a href="#">Organise Ad boards</a>	Admin	
<b>Term 2</b>			
Week 1	Enrolments open		
	<a href="#">School tours start</a>	Prin Team	
	Enrolment ad boards go up	Admin	
	<a href="#">Advertise on socials and Compass</a>	Admin	
Week 4	<a href="#">Enrolment flyers to Kinders</a>	Admin	
	<a href="#">Advertise on socials and Compass</a>	Admin	
	Information session (open to all)	Prin Team	
<b>Term 3</b>			
Week 5	review Transition days	Prin Team	
Week 7	<a href="#">Acceptance letters</a>	Admin	
	Communicate Transition dates to families	Admin	
1 <sup>st</sup> Sep	Follow up overdue enrolments	Admin	
	Cut-off date for enrolments	Admin	
	Review waitlist	Prin Team	
<b>Term 4</b>			
Early T4	Prep Info/Welcome Session	Prin Team	
Throughout T4	Transition Sessions	Prin Team	
Mid T4	Kinder visits	Prep Teachers	
Late T4	Statewide Transition		