

Yarra Junction Primary School

School Number: 3216



ENROLMENT POLICY

Principal: Lisa Rankin

School Council President: Jess Newell

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Approved by Acting Principal:	<i>Lisa Rankin 16/06/2025</i>
Responsible for Review	Principal/Assistant Principal/Team Leader
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ENROLMENT POLICY

YARRA JUNCTION PRIMARY SCHOOL

Yarra Junction Primary School's vision: to develop each child's social, emotional and academic growth by promoting our students to be creative, curious and critical thinkers within an engaging and connected learning environment.

Vision Statement: We care, We inspire, We Achieve.

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Rationale:

- All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

Aims:

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

Implementation:

- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate will be requested.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- Other parents seeking early age entry for their children must make a written application to the Regional Director.
- Information regarding the enrolment of overseas students can be obtained from the International Student Program (03) 9637 2990.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the Dept of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- All students will be given a unique student identification number known as the 'Victorian Student Number'.
- Students wishing to enrol and commence at our school from a neighbouring school (who live outside of Yarra Junction) will be able to do so on the conditions that it is the commencement of a school term (or if approved by School Consultative with individual circumstances considered) and of our schools

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capacity. Enrolments will be accepted prior to a student's pending commencement at the beginning of a school term.

- Students wishing to enrol at our school from a neighbouring school or school outside of our network who resides in Yarra Junction can enrol and commence at Yarra Junction Primary School anytime throughout a school year.
- Our principal will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.
- Students will be allocated to classes according to a combination of class size and student need.
- Transferring students will be offered a trial day at Yarra Junction Primary School, at Principals discretion with consideration to individual student's needs.
- Students transferring to YJPS from another school will complete assessments in Numeracy (Essential Assessment) and Reading (Fountas and Pinnell) to inform teaching and learning. A parent meeting is to be scheduled with the classroom teacher within three weeks of the student's commencement.

Review Cycle

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

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