



## ENROLMENT POLICY

### Enrolment Policy for Rowellyn Park Primary School

#### ***Attendance:***

Students attend school Monday to Friday - usually from 8.50am to 3.30pm.

An Out of School Care (OSHC) and Vacation Care Program is available. Only those children who attend the school are eligible for OSHC, Vacation Care is offered to the wider community but places are capped at 120 enrolments.

#### ***How to find a primary school***

Most children attend a primary school close to home. For state primary schools, a child can be enrolled at their designated neighborhood school. Neighborhood schools have an obligation to accept any student who lives in their designated boundary. When inquiring about enrolment, parents who live outside the designated neighborhood will be shown a map of the neighborhood and will be advised to consider enrolling at their designated neighborhood school.

NB: For more information parents will be directed to download the [Parent's Guide to Victorian Government Primary Schools](#) or to visit the Schools Online website to find schools in the local area.

#### ***Enrolment***

School staff will provide each parent with the appropriate enrolment forms. Several documents are required to enrol a child, including:

- evidence of your child's date of birth
- name and contact details of parents, guardians and emergency contacts
- Immunization Status Certification
- health and welfare information (for example, if your child has asthma, diabetes, allergies, poor eyesight or hearing, specific custody arrangements)
- information about the language(s) your child speaks and hears (to help the school build on your child's knowledge)

#### ***Special needs***

The Victorian education system follows a policy of integration, meaning students with special needs attend regular schools and receive assistance. There are also some Government schools that are for students with specific disabilities.