Enrolment Policy

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

AIM
- To provide an efficient process of enrolment that satisfies the needs of students, parents and the staff at Kerrimuir.

IMPLEMENTATION
- The enrolment policy will take account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.
- All students and a family member or a caregiver will be given the opportunity to have a guided tour throughout the school by a senior member of staff prior to enrolment.
- To ascertain an appropriate year level parents must provide a copy of a birth certificate or passport.
- To confirm a student’s enrolment parents must complete and submit a current enrolment form to the office, which must be accompanied by a copy of the student’s birth certificate and an immunisation certificate. Parents are not required to supply a copy of any medical alerts and transition statements, but these should be included where appropriate.
- Once student enrolment has been confirmed the student will be placed in a grade in the appropriate year level at the Principal’s discretion. The Principal’s may take into consideration the size of the class, experience of the teacher, parent requests and pre-existing friendships of the student.
- An enrolment register will be maintained. The enrolment register will be kept up to date by the school office staff. Changes to the register will be done as necessary to reflect current student numbers and movement of students into and out of the school.
- International students will be enrolled in a manner consistent with the guidelines for enrolment of international students of the Department of Education and Early Childhood Development.

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