



MACLEOD COLLEGE

A STATE P~12 SCHOOL

Enrolment Policy

1. Aims

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

2. Rationale

All children for whom Macleod College is their designated neighbourhood school or who have a sibling enrolled at the school are entitled to attend. The designated neighbourhood school is defined as the school nearest to the student's permanent residential address (defined as: straight line distance) Children for which Macleod College is not their designated neighbourhood school are also welcome to enrol in accordance with the process as outlined in this policy.

3. Implementation

Automatic right of entry

- **For whom Macleod College is their designated neighbourhood school.** That is the school that is nearest to their permanent residential address measured as a straight-line distance.
- **Who have a sibling enrolled at Macleod College.** Sibling is defined as a brother or sister, or a half brother/ sister or step brother/ sister if places are available. The Principal or Assistant Principal will contact Principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer.

Note: These conditions for automatic entry apply to all Victorian Government primary and secondary schools, except Selective Entry Schools.

Out of neighbourhood enrolments

Enrolment of students for which Macleod College is not their designated neighbourhood school are accepted at the Principal and Assistant Principal's discretion.

In particular:

- P – 6 enrolments are the responsibility of the designated P – 6 Leader
- Year 7 -12 enrolments are the responsibility of the designated Assistant Principal

All applicants must complete and submit an Enrolment Enquiry Form online - the form is to include a copy of the applicant's birth certificate and most recent school report.

Following receipt of the Enrolment Enquiry Form an interview will be arranged between the student, parent and relevant Assistant Principal.

The Assistant Principal will also contact the current school to obtain more information about the prospective enrolment. This information may include:

- Disability and Impairment needs
- Medical requirements
- level of English skills
- Student management issues

The Principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interests of the student.

NOTE:

- Students enrolling at Macleod College as part of a prep intake will be required to provide proof of age and an immunisation certificate.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form, with details entered immediately on CASES. These forms should be received a minimum of three days prior to the start date.

4. Evaluation

This policy will be reviewed as part of the school's three year review cycle in 2023.

5. Endorsement

Endorsement – June 2020

Appendix 1

Enrolment process

The following is a guide to enrolments of secondary students to Macleod College.

- Enrolment Enquiry Form is received along with a copy of latest report.
- Assistant Principal to contact parents once the Enrolment Enquiry Form and reports have been handed in. The decision on an enrolment meeting will reflect the DET guidelines along with student numbers within the year of enrolment.
- Assistant Principal to hold an enrolment meeting with the parents/guardian and student. The process may involve a school tour and a conversation regarding Macleod's expectations and elective /VCE choices.

Once enrolment paperwork is handed in and is entered into cases by the Attendance Officer the following process will occur:

- Parents will be informed of a start date – Attendance Officer
- Updates of enrolment are entered on Google document for timetabler and Student Manager to see – Attendance Officer
- Assistant principal along with Student Manger will decide on home group and inform Attendance Officer, then entered into CASES21
- Attendance Officer emails timetabler, Student Manager and appropriate Teachers
- Elective choices will be sent to timetabler to be uploaded to student's timetable.

The new student arrives on start date at 8.45am.

- Attendance Officer to give the student "Welcome to Macleod " information document and a printed timetable
- Student Manager meets new student and goes through the following:
 - Takes student to relevant Homegroup or first class if year 10,11,12
 - Organise a buddy
 - Organise a locker
 - Send to IT Manager for Wi-Fi/BYOD set up
 - Send to library for photo if enrolment is after school photo date

Appropriate teachers or relevant staff can access the student's previous report during the enrolment process whilst it is waiting to be filed.