



BENTON JUNIOR COLLEGE

ENROLMENT POLICY

Rationale

The admission process for the enrolment of children at Benton Junior College (BJC) will provide an opportunity for children, living within the local neighborhood, to attend regardless of gender, race or disability.

Aims

To provide an efficient process of enrolment that satisfies the needs of the student, the college and complies with DET admission policy guidelines.

Implementation

- The admission process will be facilitated by the College Office Team;
- the Office Team will ensure that the parents of children enrolling at the college, as part of a Foundation intake, provide proof of age (indicating that they have turned five (5) years of age by the 30th April of the year of entry) and an immunisation certificate;
- tours of the college will be provided by the Leadership Team, in order to provide interested parents with general information regarding the college programs and facilities;
- applicant must be an Australian Citizen, or a student with relevant Visa;
- complies with the legislative requirements set out in the Education and Training Reform Act 2006, Education and Training Reform Regulations 2007, Public Health and Wellbeing Act 2008 and Public Health and Wellbeing Regulations 2009, Family Law Act 1975;
- an enrolment form, detailing personal, social, medical and academic details, will be completed, by the parent/guardian;
- children from overseas and interstate will be reviewed prior to admission, to determine the appropriate year level. Parents will be consulted and academic reports requested;
- children with English as an additional language (EAL) will be supported through specific programs as appropriate. This may involve enrolment in a language school and delayed admission to the college;
- for students transferring from another Victorian Government School, import student information using CASES21; and provide parents with the Student Enrolment Information Form for validation of student information;
- for students who are new to the government system, parents/carers complete an enrolment form;
- no child will be refused entry on the basis of race, gender or disability;
- children with disabilities and/or 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 DET 'Confidential Student Information Enrolment Form', with details entered immediately on DET software 'CASES21';
- to assist with a smooth transition to school, pre-school centres/kinders/child care centres will complete a brief social and academic report on all children enrolling. (Transition Learning and Development Statement);

- the Principal or representative 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.; and
- children will be allocated to classes, by the Principal Team, according to child needs and college provision available.

References

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx#link93>

<http://www.education.vic.gov.au/school/teachers/studentmanagement/Pages/enrolment.aspx>

This policy was last updated on 24th April 2018 and is scheduled for review on May 2020.