Purpose
Over the years Carlton Gardens Primary School's enrolments have increased considerably to the point that when can no longer accommodate all those wishing to enrol at our school. This document outlines the procedure for enrolment at Carlton Gardens Primary School. Typically, this procedure covers who is eligible to enrol, how to enrol and other related information.

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

Implementation
- Enrolment is not an automatic process. All variables will be considered.
- Where there are insufficient places at CGPS for all students who seek entry, students are enrolled in the following priority order:
  1. Students for whom the school is the designated neighbourhood school.
  2. Students with a sibling at the same permanent address who are attending the school at the same time.
  3. Where the regional director has restricted the enrolment, students who reside nearest the school.
  4. Students seeking enrolment on specific curriculum grounds. (NB This criterion applies to VCE programs in secondary schools, SEAL Programs, and Select Entry Schools only)
  5. All other students in order of closeness of their home to the school.
  6. In exceptional circumstances, compassionate grounds.
- All enrolments will require the completion of the ‘Carlton Gardens Student Enrolment Information Form’, with details entered onto CASES once enrolment has been approved.
- Enrolments can be submitted to the school and will be assessed by the leadership team before either being approved or placed on the waiting list. The leadership team will organise the appropriate letters to be sent to the families notifying them of the outcome.
- Proof of address (e.g. rental agreement, utility bill) must be provided when submitting the ‘Carlton Gardens Student Enrolment Information Form’.
- Students that live within the school’s zone will be guaranteed enrolment; all other enrolments will go onto a waiting list.
- 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.
- 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 Studies Unit (03) 9637 2202.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children.
- Students wishing to be eligible to enrol at Carlton Gardens from a neighbouring school will only be able to do so if they live within our zone (see attached map). Those eligible can only commence at the start of the school year or the commencement of term 3, or if the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.
- Students will be allocated to classes according to a combination of class size and student need.
- All staff at Carlton Gardens that are dealing with enrolments must complete the enrolment checklist, to ensure all correct details and information are obtained.

General Communication
- Carlton Gardens Primary School Website will provide all the relevant enrolment information including the enrolment form.
- Carlton Gardens Primary Schools office will also have hard copies of all enrolment information.

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