



CAULFIELD JUNIOR COLLEGE

No.3820

186 Balaclava Road Caulfield North 3161

Phone 9509 6872 Fax

ENROLMENT POLICY

RATIONALE

All children enrolling at Caulfield Junior College (CJC) require a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

AIMS

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

IMPLEMENTATION

1. All children who live within the designated neighbourhood zone and are eligible to attend a government school are welcome to attend CJC.
2. Students enrolling at CJC, as part of a Foundation intake, will be required to provide proof of age, (indicating that they have will turned 5 years of age by the 30 April of the year of enrolment), an immunisation certificate and proof of address.
3. 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 pending approval from South Eastern Metropolitan Region. Evidence of age and fulltime enrolment at the previous interstate school must be provided.
4. Parents seeking early age entry for their children must make a written application to the Regional Director.
5. Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
6. Students with Disabilities and 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.
7. All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
8. The Assistant Principal 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 best interests of the student.
9. Students wishing to enrol at CJC from a neighbouring school, will be considered if both Principals agree the transfer is in the best interest of the student, this includes specialised program such as the French Section Elective (FSE) or Hebrew Immersion program.

10. Teachers who would like their children to attend CJC in the composite classes and are not in the CJC zone, are required to seek approval from the Principal of their neighbouring (zoned) school, per the Network Principal Agreement in regard to zones.
11. Priority will be given to siblings of child/ren already enrolled at the school, although a position cannot be guaranteed where there are no vacancies.
12. Students will be allocated to FSE classes according to a combination of class size and student need.
 - a. Entry into the FSE will be at the discretion of the CJC Principal, on the advice of the FSE Director, in respect to the student meeting the language requirement of a bilingual program.
 - b. Student's command of the French language and ability to successfully participate in the FSE will be considered.
 - c. Priority will be given to child/ren of French FSE teachers.

Please note:

- Student placement in the FSE is contingent on vacancies and as of 2016, most year levels are full to capacity. As a result, enrolment of siblings and expatriates (expatriates defined for this purpose as being children whose FSE fees are paid by their parent's employer) can only be offered where there is a vacancy.

EVALUATION

- Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

- This policy was ratified by Caulfield Junior College School Council on 26 May 2016.

Signed.....
School Council President

Signed.....
Principal

APPENDIX A
CAULFIELD JUNIOR COLLEGE
NEIGHBOURHOOD BOUNDARY

