

## **ENROLMENT PROTOCOLS**

### **Portland/Heywood Network of Schools**

The purpose of this protocol is to provide a strategic process of student enrolment where there is a commitment to the neighbourhood catchment aligned to each government school;

- consideration for what's best for each individual child;
- an underlying philosophy of communication between principals;
- provision for parent choice;
- some degree of control by the principal (especially where parents are seeking to transfer due to dissatisfaction with current school);
- and a collective effort to maintain enrolments in the government system.

Under the Education Act families can enrol their child(ren) at any school (even those with an enrolment cap).

The following processes will take place to promote use of the map and enrolment protocol:

- presentation to Early Childhood Network at first meeting in 2015.
- school principals to include the map and make reference to the protocols in enrolment packs and school promotional material commencing immediately.
- school principals to table both documents at staff meeting and the next meeting of School Council.
- school principals to communicate the map and protocols with Education Support Staff who participate in the work of enrolment of students and promotion of the school.
- sharing of the map and protocols with the Hamilton end of our Network.
- sharing of the map and protocols with SSS network staff.
- promotion of this work through the Portland Observer.

Please note that exceptions to these protocols exist for the enrolment of students to All Saints Parish School, St John's Lutheran School and Portland Bay School as they are eligible to accept enrolments from across the Portland/Heywood District.

When schools field an enquiry from parents of a child with an intellectual disability as identified under the Program for Students with Disabilities, the principal would refer the family to the Portland Bay School.

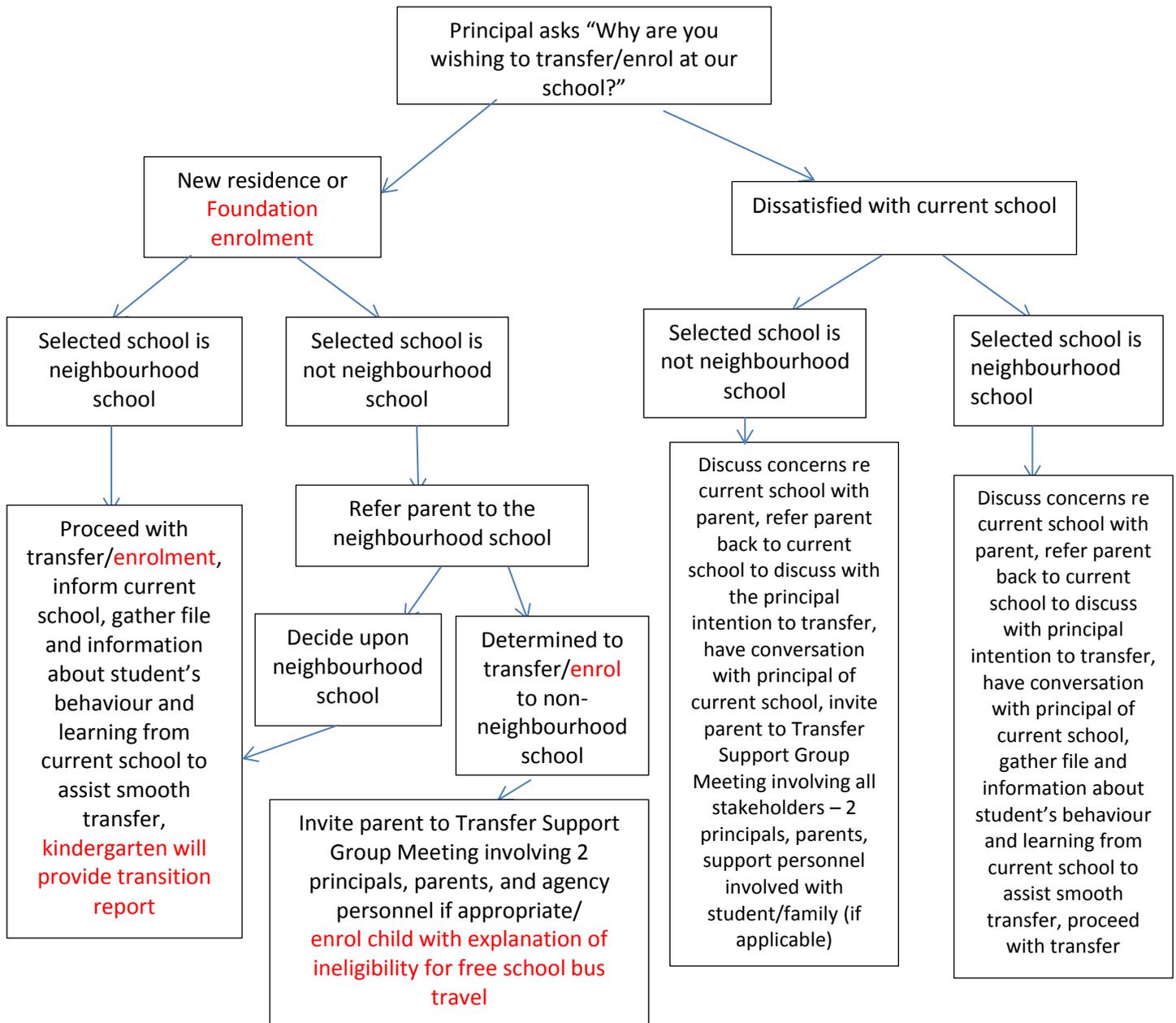
The protocols will be reviewed every two years.

Last ratified at a meeting of the Portland/Heywood Principals Network of Schools: October 2014

## Enrolment Protocol:

The following outlines the protocol that is recommended to be followed for all enrolments:

1. All schools and kindergartens are encouraged to use the neighbourhood catchment map when fielding enquiries for enrolment to school - including enrolments for Foundation, new families to town, or families wishing to transfer from one school to another.
2. Principals to apply this flow chart when they receive a call regarding a new enrolment or transfer:



3. Where a 'second chance protocol' is necessary (eg for a child who has reached 15 days suspension in one school year or a child who needs a 'new start') the principal, NOT the parent, should initiate discussions with the principal of a new school. Parents may have input to select preferred new school, however the principal should support the family by facilitating the Transfer Support Group Meeting with all stakeholders around the table. This group should include the Regional Approved Support Person for Student Engagement and Inclusion.