

ENROLMENT POLICY

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Lucknow Primary School complies with the Department of Education and Early Childhood and Education Development policy that students must be turning five by the 30th of April in each calendar year.

Lucknow Primary School requests that the enrolment form be completed before the student commences school.

There is a local agreement between the schools within Bairnsdale regarding transfer between schools. This is discouraged during the school year. If parents are requesting a transfer from a neighbouring school, the Principal of Lucknow Primary School will inform the Principal of the other school. Movement between the local schools during the school year would be exceptional and only if deemed in the best interest of the student.

Students with identified disabilities, with English as a Second language and Indigenous students will not be discriminated against regarding application to enrol.

DEPARTMENT OF EDUCATION PLACEMENT POLICY

The Department's [Placement Policy](#) states that "eligible children have the right to be placed in their designated neighbourhood school. This policy ensures students have access to neighbourhood schools and the freedom to choose other schools 'if there is sufficient accommodation for the child at that school' (as outlined in the Education and Training Reform Act 2006).

Sufficient accommodation is determined based on the current capacity at the school. The Department will increase capacity or restrict enrolments where appropriate to ensure that all students have access to a neighbourhood school.

All enrolments will follow the priority order of placement as detailed below:

PRIORITY OF PLACEMENT

Where there are insufficient places at a school 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. Students who have a family member employed at the school.
4. Students seeking enrolment on specific curriculum grounds.
5. In exceptional circumstances, compassionate grounds.
6. Other students, at the discretion of the principal, taking into account the personal circumstances of the family including residential location and access to other schools.

Students outside the catchment area may elect to be on the waiting list for enrolment.

ENROLMENT PACKAGE

An enrolment package can be obtained from the office.

REVIEW

This policy was last updated in June 2018 and is scheduled for review in 2021.