



Chandler Park Primary School

Enrolment Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Chandler Park Primary School on 03 9798 2228 or chandler.park.ps@education.vic.gov.au.

RATIONALE

Chandler Park Primary School is committed to providing an efficient process of enrolment that satisfies the Department of Education and Training (DET) guidelines and supports the needs of students, parents/guardians and the school.

AIMS

The aim of the policy is:

- To ensure Chandler Park Primary School complies with DET enrolment policy and guidelines.
- To ensure Chandler Park Primary School enrolls eligible students, maintains enrolment records and discharges its custodial role.
- To manage the enrolment procedures of students wishing to attend the school in an open and transparent way.

GUIDELINES FOR IMPLEMENTATION

The Department's Placement Policy embeds the legal entitlement for students to enrol at their designated neighbourhood school, and to enrol at another school if there is sufficient accommodation. Please read the DET Policy via the link below for further information:

<https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>

Right to attend the designated neighbourhood school

A student's designated school is generally the school that is nearest to the student's permanent address as determined by the school zone. The website Find My School provides guidance on which school zone a student's permanent residence is located within.

RELATED DOCUMENTS

- Privacy and Information sharing:
<https://www2.education.vic.gov.au/pal/privacy-information-sharing/guidance/sharing-information>
- International Student Program (ISP)
<https://www2.education.vic.gov.au/pal/international-student-program/policy>

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2025
Next scheduled review date	Before March 2028