



## OAK PARK PRIMARY SCHOOL ENROLMENT PROTOCOLS - PARENTS

When a parent seeks to enrol a child at Oak Park Primary School, the following protocols are implemented:

1. You will be asked if you require an interpreter to help with the enrolment process.
2. We will ascertain the family's address.
  - Appropriate evidence will need to be provided eg. rates notice, driver's licence.
    - a. If the student enrolling is an International Student, you will be referred to our Primary Wellbeing Officer who also has responsibilities for International Students.  
We will require a copy of:
      - b. Your current visa
      - c. Your current passport
      - d. Overseas student health cover membership card.
3. Administration staff will check to see if Oak Park Primary School is the closest school. You can do this too via the following link:  
[www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)
4. We will confirm any relevant medical information. eg Is an asthma plan required?
5. We will ask if there are any relevant court orders or access restrictions. Evidence (paperwork) is required to confirm this.
6. If we are the closest school, and you are seeking to transfer from another local school you will be asked to complete the form 'Reasons for Wanting to Enrol my Child at Oak Park Primary School' *before* being given an enrolment form.



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7. If we are the closest school, you will meet with the Student Welfare Officer Maria Giordano, or another member of the leadership team.  
  
This does not apply to *first time* Foundation enrolments.
  
8. We will generally contact the child's previous school in order to gather further information that may help in the transition.
  
9. Following the decision to enrol the student, we will determine the most appropriate class for placement.  
  
This decision will usually be based on numbers and the balance between boys and girls, but the needs of the student being enrolled will also be considered.
  
11. We will provide information about our communication platform – COMPASS.  
  
This includes details about logging in. Other relevant information may be provided at this time. eg Booklist information etc.





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