Enrolment Processes and Procedures in Schools

1. Recommended Enrolment Process

In the interests of consistency and transparency, it is recommended that schools follow the Archdiocese of Melbourne Recommended Enrolment Process presented in the following flowchart.

- Initial parent/guardian enquiry. Send Application for Enrolment form.

- Structured interview with parent/guardian and student, according to the local school enrolment policy. Gathering of information to determine the student’s educational needs. If a student was previously enrolled in a school interstate, use Interstate Student Data Transfer Note (ISDTN) to collect additional information.

- Does the student have additional educational needs?

  - NO
  - YES

- Written permission from the parent/guardian to the school to investigate the student’s educational needs.

- Parent/guardian and school collect information to determine the student’s educational needs. These might include: communication needs; curriculum access; emergency procedures; health issues; personal care needs; physical access; specialist agencies.

- Summary of information by school personnel. Consideration of how the school can meet the student’s needs.

- Principal meets with parent/guardian and other relevant/appropriate professionals to discuss the educational program the school can offer.

- Enrolment decision

  - Enrolment proceeds. Letter to parents accepting the enrolment; signed by parents. Normal school processes then operate.

  - Enrolment does not proceed. This may occur because:
    - Parents choose not to continue with the enrolment OR
    - The school is unable to offer a place.