



STUDENT ENROLMENT PROCESS

New students enrolling at Mount Compass Area School will receive a welcoming package including the following information and forms:

- Prospectus
- Enrolment form
- Medical conditions
- Library form
- Parent permission notes
- IT agreement
- Canteen price list
- P & F/Governing Council info
- OSHC info (if appropriate)
- Bus rules

The student transfer process is conducted as per the step process outlined below. The school reserves the right of a minimum of 1 working day between the completion of the enrolment process and the student beginning classes. This time is necessary to implement processes for the successful entry of the student to the school and the classroom.

Some suggestions to support the student induction process are:

- Include the student in the enrolment process
- Provide a tour of the school
- Include a 'buddy or two' in the tour
- Present a student stationery pack where applicable
- Meet the Care group teacher
- Meet the front office staff
- Arrange for school uniforms to be purchased

Students beginning school

- Children who turn five before 1st May will start school at the beginning of the school year
- Children who turn five on or after 1st May will start school at the beginning of the school year in the following year

Preschool – School transition

- Transition visits occur during term 4 of the year prior to the child starting school
- Transition comprises three visits; one half day for a morning session, one half day for an afternoon session and one full day
- The Reception teacher will visit Mount Compass Preschool before transition begins to become acquainted with the children
- A Parent Information Session is held in Term 4 to discuss school processes and procedures

Student enrolment

Students enrolling at Mount Compass Area School are expected to behave in a manner that reflects the agreed school values and comply with the current school policies as sanctioned by the School Governing Council.

Post compulsory students

Students wishing to enrol who are over the age of compulsion will be required to negotiate a student learning agreement.

Step 1: PRE-ENROLMENT INTERVIEW & ASSESSMENTS

At a pre-enrolment interview & assessment, the Teaching & Learning Coordinator will meet with families and students to discuss the student's previous school history and areas of interest/strength. Parents are requested to bring along the students most recent school report to the interview, along with other relevant documents for photocopying (eg: Learning Plan, Assessments).

For Reception – Year 2 student enrolments, a brief assessment of the students Literacy and Numeracy skills will be conducted after the interview, to ascertain the student's baseline skills and abilities and determine if any learning support may be required to ensure that the student can be successful at Mount Compass Area School. The pre-enrolment interview will take approximately 20 minutes, and where appropriate (R-2) the assessment will take approximately 20 minutes.

Where the student enrolment is to go ahead, the parent/carer will receive enrolment forms to be completed and returned at the organised enrolment meeting. Where further clarification/information is required (eg: previous school contact to be made), enrolment forms will not be given and the parent/carer will be phoned and informed if the enrolment will go ahead or not once information is gathered and a decision made.

Step 2: ENROLMENT MEETING

Following the pre-enrolment interview and assessment, the Principal, the relevant Sub-School Coordinator and where deemed appropriate/necessary counsellor will organise a time to meet with families and students to discuss the student's placement at the school.

Enrolment forms are to be completed and returned at the enrolment meeting.

NEW ENROLMENT DOCUMENT SHARING/FILING

Post Enrolment meeting, the following documents/information to Administration:

- Student Enrolment Forms
- Pre-Enrolment Interview & Assessment (R-2)
(photocopied for class/care group teacher, originals to student file)
- Copy of Student Report, Learning Plan, Assessments, etc.
(photocopied for class/care group teacher, copy to student file)

* Teaching & Learning Coordinator to make a copy of relevant documents

if student requires following up with Student Review Team

When a person phones regarding enrolling a student at MCAS (any part of the process), please request & record the information below and pass it on to the responsible person/s for following up:

- Parent/Carer name
- Contact number
- Student name/s & Year level/s
- Residential Address; if this is not Mount Compass/we are not the closest school, it is to be recommended they contact their local school
- Current school; is your current school aware of your pending departure?

PROCESS	PERSON/S RESPONSIBLE
School tour (only upon request)	Principal or Deputy Principal
Step 1: Pre-enrolment interview	Teaching & Learning Coordinator
Step 2: Enrolment meeting	Principal & Sub-school Coordinator