

## Navarre Primary School Enrolment Additional Information

If you are interested in enrolling at our school, please download and complete and Enrolment Form or request an Enrolment Form from our school office at [navarre.ps@education.gov.au](mailto:navarre.ps@education.gov.au) or by phoning 03 53 574 256.

Our school follows the Department of Education's [Enrolment Policy](#) for the enrolment, placement, and transfer of students.

Students who live within the school zone are guaranteed a place at our school. To find out whether you live in zone, visit [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au)

All other applications will be considered subject to available space, and prioritised according to:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness of their home to the school.

If you are interested in enrolling at our school, please complete our enrolment expression of interest. If, you require a paper form, please contact the school office on 03 53 574 256.

An enrolment form will be provided when placement is offered.

Our school follows the Department of Education's [Enrolment Policy](#) for the enrolment, placement, and transfer of students.

Students who live within the school zone are guaranteed a place at our school. To find out whether you live in zone, visit [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au)

All other applications will be considered subject to available space, and prioritised according to:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness of their home to the school.

### Required documents

Required documentation includes:

- Completed enrolment form
- Evidence of identity and date of birth (for example, a [birth certificate](#) or passport)
- [Immunisation Status Certificate](#)

You will also be required to provide information about:

- your contact details
- emergency contact details
- health information about your child (such as allergies or illnesses they need to manage)
- other legal orders relating to your child and their welfare (if any)

### Prep/Foundation enrolment

Starting school is an exciting time for children, parents and carers. We want to help make the enrolment process as easy as possible for you. Each year, the department releases the Foundation (Prep) Enrolment Information Pack for Parents/Carers, with information packs available from the beginning of Term 2 for students commencing foundation/prep the following year. These information packs, and other important information, can be found on the [Enrolling in Foundation \(Prep\)](#) page of the Victorian Government website.

## School zones

Our school zone is available on [findmyschool.vic.gov.au](https://findmyschool.vic.gov.au) which hosts the most up-to-date information about Victorian school zones.

**Students residing in our school zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address. Our school also has additional capacity available to welcome students who are outside of our school zone.**

Our school manages enrolments using the [Placement Policy](#) to ensure that students have access to their designated neighbourhood school and may enrol at another school, if there are available places.

For more information, you can:

- visit [School zones](#) for answers to frequently asked questions
- call the Victorian School Building Authority (VSBA) on [1800 896 950](tel:1800896950)
- email the VSBA at [vsba@education.vic.gov.au](mailto:vsba@education.vic.gov.au)

## Parent payments

Under the Department of Education and Training's [Parent Payments Policy](#), Victorian government schools are required to provide transparent information to their school community on voluntary parent/carer contributions.

Navarre Primary School does not request any payments or contributions, and all services are provided at no cost to parents/carers.

## Child Safe Standards

Navarre Primary School is committed to providing a child safe and child friendly environment, where students are safe and feel safe.

Our child safety and wellbeing policies outline the measures and strategies we have in place to support, promote and maintain the safety and wellbeing of our students:

- Bullying Prevention Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations Policy and Procedure
- Complaints
- Digital Learning Policy
- Student Wellbeing and Engagement Policy
- Volunteers Policy
- Visitors Policy

As valuable partners in promoting and maintaining child safety and wellbeing at Navarre Primary School, we welcome and encourage your feedback.

If you have any suggestions, comments or questions in relation to our child safe policies and practices, please contact Mrs Suzanne Slater (Principal)