

Enrolments

If you are interested in enrolling at our school, please request an Enrolment Form from our school office at lakes.entrance.ps@education.vic.gov.au or phone (03) 5155 1812.

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

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 book a tour with the Principal on (03) 5155 1812.

Required documents

Required documentation includes:

- Completed enrolment form available from the school office – (03) 5155 1812 or lakes.entrance.ps@education.vic.gov.au
- 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 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

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.

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

Child Safe Standards

Lakes Entrance 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 Lakes Entrance 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 the Principal on (03) 5155 1812.

School policies

In Victoria, all schools must meet the [minimum standards for school registration](#). The minimum standards provide a foundation for quality schools through:

- good governance
- strong financial management
- effective curriculum
- sound teaching practices
- safe environments for children.

The following policies support us in these aims and in meeting the minimum standards.

Good governance and strong financial management

- Attendance
- Complaints
- Enrolment [link to PAL: <https://www2.education.vic.gov.au/pal/enrolment/>]
- Parent Payments [link to PAL: <https://www2.education.vic.gov.au/pal/parent-payment/>]
- Privacy [link to DET site: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>]
- Personal Property [this is not a minimum standards policy]
- Statement of Values and School Philosophy

Effective curriculum and sound teaching practices

- Aboriginal Learning, Wellbeing and Safety [uploading of this document is optional]
- Curriculum Framework [uploading of this document is optional]
- Digital Learning
- Homework [this is not a minimum standards policy]
- Mobile phones [this is not a minimum standards policy]

Safe environments for children

- Anaphylaxis
- Asthma [this is not a minimum standards policy]
- Bullying Prevention
- Camps And Excursions
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations Policy and Procedure
- Duty Of Care
- First Aid
- Health Care Needs
- Inclusion And Diversity [this is not a minimum standards policy]
- Medication
- Photographing, Filming and Recording Students [this is not a minimum standards policy]
- Student Wellbeing and Engagement
- Visitors
- Volunteers
- Yard Duty and Supervision