



PRIMARY SCHOOL

**Building fitness in mind and body**

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## **STUDENT TRANSFER AND TRANSITION POLICY**

*Implementation Date: Sep 2015*

*Review Date: Term 4 2018*

### **Rationale:**

- It is a fact that students can and do move to and from Zeerust Primary School. Such an event could adversely interrupt a child's learning.
- In some instances the transfer is involuntary e.g. due to expulsion. In some instances the transfer is voluntary.
- There are also times when student movement between educational settings is unavoidable, for example: From kindergarten to foundation and from primary school to secondary school.

### **Aims:**

- The aim of this policy is to provide for a consistent approach to student transfers both to and from Zeerust Primary School.

### **Resources:**

- Shepparton Network School Student transfer policy and process (on school website)
  - [http://www.zeerustps.vic.edu.au/app/webroot/uploaded\\_files/media/enrolment.pdf](http://www.zeerustps.vic.edu.au/app/webroot/uploaded_files/media/enrolment.pdf)
- Shepparton Network Schools choosing your secondary college booklet (produced annually)

### **Implementation:**

FOUNDATION

Zeerust Primary Schools attracts foundation enrolments from a variety of locales. A foundation transition includes about eight days of transition during Term 4. This includes

the official state-wide transition day. A decision about which day[s] of the week are to be transition day[s] will be made based upon the children's days of attendance at kindergarten, school commitments for term 4, and staff availability. The length of attendance at school on transition days will be negotiated between the school and family.

### *Family*

Prior to participating in transition the family will be required to submit an enrolment form for the child concerned. We will also want a copy of the child's immunization certificate and birth certificate as part of enrolment. Later it will be necessary to submit a signed Parent Consent Form.

### *School*

Disabled and Impaired students will be identified prior to transition and, if deemed appropriate, an application for student funding will be made. In any event, the school will make reasonable adjustments to facilitate the enrolment of students with needs.

During Term 4, Zeerust Primary School's, early years teacher will visit the future foundation student's current kindergarten to observe the child and meet with their kindergarten teacher. Arrangements will be made to receive a copy of the child's transition documentation.

By week six of the first term of foundation, a meeting will be set up with families to discuss student goals and shared expectations.

Until March of the new school year, foundation students are only required to attend school for four days of the week. The day off will be determined by school arrangements and staff availability.

## GRADE 7

Zeerust Primary School sends its graduates to government, Catholic and independent secondary schools. A well-established and comprehensive process exists for transferring students to government secondary schools within the Shepparton Network who manage it.

### *School*

Zeerust Primary School advertises information nights and open days as well as distributing information booklets to families about secondary schools and the transition process.

Information about the graduating student is shared with the government secondary colleges via digital means and includes a variety of well-being measures as well as a range of common academic performance indices.

Representatives from the government secondary schools do visit their future students at Zeerust.

The process for student's attending non-government secondary schools is more *'ad hoc'* and basically requires Zeerust Primary School to respond to any requests by the family or the receiving secondary college.

Grade 6 students attend their prospective secondary school on the official transition day.

A representative from Zeerust will follow up graduates at their new secondary schools to speak with the students, home teacher and member of the leadership team within six weeks.

#### *Family*

Affected families should attend information nights and open days. They should submit enrolment [and bus] documentation in a timely manner and respond to direct communication from the secondary school.

#### VOLUNTARY TRANSFERS

The movement of students between government schools in the Shepparton Network are subject to an agreed protocol (see reference). The main criteria is that students should change schools in time for the start of a new semester. Student movements from elsewhere, or local Catholic and independent schools are not subject to such arrangements.

#### *School*

When considering the enrolment of a student with additional needs the school will endeavour to make reasonable adjustments to accommodate the needs of that child within the limitations and opportunities created by our school context.

After the enrolment of any child at Zeerust Primary School we will endeavour to obtain a copy of the following:

- The child's latest school report
- Any benchmark data such as:
  - Current reading level
  - The results of on-line testing
  - The results of any classroom-based testing (both formative and summative)
  - Before and after data allows for the measurement of effect sizes
- Details of any therapist services currently being undertaken or funding provided

We will speak to the student's previous teacher and hold a meeting with the child's family within six weeks of enrolment.

In the case of involuntary transfers arising from expulsion departmental guidelines will be followed.

Where a student leaves Zeerust and is not subject to the network protocol, a Zeerust representative will make contact with the new school and offer an opportunity for discussion about that child within six weeks of leaving.

### *Family*

Where the student transition is not subject to the network protocol the family should attend the meeting with the school approximately six weeks after enrolment to discuss student goals and shared expectations.

A free trip on our school bus is only available, to new Zeerust students, if we are their closest school 'as the crow flies'. You must live more than 4.8 km from the school to be entitled to travel on an available school bus.

Ken Makin  
School Council President

Peter Farrell  
Principal