

Shepparton Network Schools Student transfer policy and process

Vision statement

The Shepparton network of schools will provide high quality innovative education with an emphasis on individual talents and needs. We value our culturally diverse community and take pride in our role within this broader community.

Guiding Principles.

- All students are encouraged to attend their closest neighbourhood school.
- Best outcomes for students are a result of schools and parents working in partnership.
- As learning is a sequential process, new enrolments are best taken at the start of a school year or new semester.

Transfer process

Step 1: When all avenues have been explored with current school, including contact with the School Principal, parent / caregiver arranges for an appointment with the receiving school to discuss transfer processes.

Step 2: At this appointment, the receiving school provides the family with all relevant school documentation to be read and understood, including the School's *Student Wellbeing and Engagement Policy*. The receiving school will also contact the current school principal to discuss the enrolment. An interview time (Step 3) is made with the family after they have had time to read and understand the school documentation.

Step 3: An interview with receiving school is held, where school policies are discussed and agreed to, and a decision about the enrolment is made. A Student Support meeting (Step 4) is arranged prior to the student commencing at the new school.

Step 4: A Student Support meeting is held to develop an individual learning plan for the future educational needs of the incoming student. Attendees at this meeting are as follows:

- Receiving school principal or nominee
- Former school principal or nominee as appropriate
- Parent / caregiver
- New classroom teacher
- Child or young person, as appropriate
- Any other support person as appropriate.

Step 5: The receiving school arranges a further meeting or communication with the parent / caregiver approximately one month after the enrolment commences to discuss progress.

This policy has been developed in line with all appropriate legislation and DEECD policy.