

## Enrolment Process and Timeline for Foundation Enrolment

March	Confirmation from families on the expression of interest list that they are still considering enrolment for their child(ren) in the Foundation class of the following year.
April	Attendance of parents / carers / guardians at a scheduled Information Session for families of prospective Foundation students at which Enrolment Application Forms will be distributed.
May	Enrolment Application Forms and Student Surveys returned by families. Enrolment applications will be considered after this date at the discretion of the Community Leader.
May/June	Community Leader to shortlist Enrolment Applications in consultation with the Early Years teaching team. Early Years Mentors to visit prospective students at kinders/day cares.
July	Further shortlisting of applicants if required. Early Years Mentors to host family meetings/visits for shortlisted families at school.
July	Families receive confirmation (or otherwise) of child's place in Foundation for the coming year. This will be based on family and child match with the school as assessed via Enrolment Application Form, Student Survey (School Readiness), kinder/daycare visit and family meeting.
August	Enrolment Form, Enrolment Agreement & Enrolment deposit must be received to hold any places offered.
September-December	PIVS Foundation Student Transition Program sessions.

## Enrolment Process for Levels 1-6

### Step 1

Interested parents / carers / guardians are requested to review the information on the PIVS website about the school's philosophy and approach to teaching and learning. Interested parents / carers / guardians are then requested to contact the school (via email at [admin@pivillageschool.org.au](mailto:admin@pivillageschool.org.au)) to express their interest.

### Step 2

After an initial phone call, based on current vacancies and expected upcoming vacancies the Community Leader will offer families a school tour.

### Step 3

After Steps 1 and 2, parents / carers / guardians seeking a place for their child(ren) in Levels 1-6 are invited to complete an Enrolment Application Form. Application forms will be provided during the school tour.

As part of the application process, PIVS may request previous school reports and contact details of someone who has been involved in the student's education so that they can be contacted for additional information about the child.

For Level 1-6 students, applicants may be invited for an additional school visit to assist the school to get to know the student and evaluate their match with the PIVS approach. This visit will be used by the school to assess compatibility between the student and the school.

### Step 5

For Levels 1-6, applicants who proceed beyond the stage of an additional school visit will be invited to attend a trial of around 2 weeks. This is an opportunity for the student and family to get a sense of whether the teaching and learning approach will suit them and for the school to observe the student to determine if there is a match in attitude and ability, and that the school can meet the needs of the student.

### Step 6

For Levels 1-6, offers of enrolment (or otherwise) will be communicated after completion of a trial.