



Enrolment Policy

RATIONALE

All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

AIMS

To ensure our school admit eligible students.

IMPLEMENTATION

Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged.

Before admitting a student schools must:

- collect relevant admission information
- obtain a completed enrolment form
- provide a privacy notice to the enrolling parent explaining the use to be made of admission information. For sample notices see: Privacy within [Department resources](#).

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas, see: <http://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/international.aspx>
- deemed eligible and approved for enrolment by the Principal or relevant Regional Director.

Age eligibility and approval requirements

Regulations establish the minimum and maximum ages for enrolment in government schools.

Schooling is compulsory for students aged from 6 – 17 years unless an exemption from attendance has been granted. For exemption categories and process see:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/attendance.aspx>

The following arrangements apply to new enrolments that either:

- can be made by Principals without further approval, or
- require regional office or other approval.

Principal responsibility

Principals have the responsibility to ensure eligibility and approve the admission of individuals who:

- will attend Early Education Programs in special developmental schools
- are of compulsory school age, those aged between 6 and 17 years who:
- are at least 5 years of age by 30 April of the year of enrolment
- are under 18 years of age as at 1 January of the year of enrolment, this applies to all

<https://www.education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx>

<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>

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schools including mainstream, specialist, and government English Language schools or centres

- programs conducted outside normal school hours
- will attend programs conducted by Registered Training Organisations or other bodies

References <http://www.education.vic.gov.au/school/principals/spag/participation/Pages/transfers.aspx>

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/attendance.aspx>

<http://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/international.aspx>

that are separate from the school

- meet the following categories, to which the age requirements do not apply:
- are under minimum enrolment age seeking to attend, and eligible for, prep transition programs in primary schools, where the aim of the program is to prepare pre-schoolers for primary school.

Early age entry

Early age entry must be:

- requested in writing to the Regional Director by parents/guardians
- approved in writing by the Regional Director
- approved by the Principal, where students are transferring from an interstate school to a Victorian government school, and on receipt of evidence (to their satisfaction) of previous enrolment and full time school attendance.

Note: The Regional Director will only grant early entry in exceptional circumstances when there are strong grounds for believing long-term educational disadvantage would otherwise occur.

On admission schools consider the following in determining a student's school readiness:

- entry assessment from kindergarten
- informal observations to assess development, literacy and numeracy and academic and social needs, see: School Entry Assessment Kit (Curriculum Press) in [Other resources](#).

Information required for admission

Enrolment forms are available on CASES21 and must include:

- date of birth (note: evidence of date of birth can be official, such as a birth certificate or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age).
- names and addresses of the student and enrolling parent or guardian
- details of medical and other conditions that may require special consideration
- emergency telephone numbers, including a nominated doctor
- the name of the previous school and the student's current year level, where students transfer from another school see:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/transfers.aspx>

The table below outlines further information required for admission.

Consent	The signature of:
	<ul style="list-style-type: none">• Parent as defined in the family Law Act 1975 Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
	<ul style="list-style-type: none">• Both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
	<ul style="list-style-type: none">• An informal carer, with a statutory declaration. Carers:<ul style="list-style-type: none">- may be a relative or other carer- have day-to-day care of the student with the student regularly living with them- may provide any other consent required e.g. excursions.
	Notes for informal carers:

<https://www.education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx>

<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>

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	<ul style="list-style-type: none"> statutory declarations apply for 12 months the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.
	<p>Where consent is disputed When (parent) consent is disputed Principals and staff should:</p> <ul style="list-style-type: none"> avoid becoming involved avoid favouring one parent act in accordance at all times with the best interests of the students and the school community act sensitively and realise that a resolution, satisfactory to both parent, may not be possible.

Student identification and name	For applicants who are:
	<ul style="list-style-type: none"> Australian-born, a birth certificate or equivalent Non-Australian-born, a passport or travel document such as a visa or Immicard.
Immunisation History Statements – primary students	<p>Schools are required to:</p> <ul style="list-style-type: none"> Request that parents provide them with an Immunisation History Statement for their child from the Australian Immunisation Register Take a copy of all Immunisation History Statements and record information on the immunisation status of each enrolled child. <p>Parents or carers must provide an Immunisation History Statement for their child from the Australian Immunisation Register to the school regardless of whether the child is or is not immunised. Prospective students will not be prevented from enrolling in primary school if they have not been immunised.</p>

Incomplete admission information

This table outlines the Principal's options when admission information is incomplete.

The Principal may	Provided that the principal
Defer admission of a student for up to 5 days	<ul style="list-style-type: none"> Requests that the parent or carer provide the missing information
	<ul style="list-style-type: none"> Advises the parent or carer they are legally responsible for ensuring a child of school age attends school
Conditionally enrol the student:	
<ul style="list-style-type: none"> If the information is not provided after 5 days and 	<ul style="list-style-type: none"> Records the conditions; and
<ul style="list-style-type: none"> Further delay in enrolling the student is likely to affect the student's education and wellbeing. 	<ul style="list-style-type: none"> Advises the parents or carers in writing that the enrolment is conditional upon providing the missing information and will only be formally completed when these conditions are met.

EVALUATION

This policy will be reviewed as part of the school's three year review cycle.

Signed: Wayne Visser
School Council President – Wayne Visser

Signed Stuart Bott
School Council Executive Officer (Principal) – Stuart Bott

This policy was ratified by School Council on:	18/06/2019
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This policy is scheduled for review by School Council in:	June 2022
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