



Enrolment/Admission Policy.

Rationale

To ensure schools admit eligible students.

Policy

Children of school age have the right to be admitted to their designated neighborhood government school at the beginning of the school year unless an approved alternative placement has been arranged. We believe that every child has the right to access a high quality education based on student and family needs.

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](#)
- collect and record an immunization status certificate and birth certificate

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas, see: [International Student Program](#)
- 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: [Attendance](#)

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:

- are of compulsory school age
- are at least 5 years of age by 30 April of the year of enrolment
- attend programs conducted outside normal school hours
- will attend programs conducted by Registered Training Organizations or other bodies 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 are eligible for prep transition programs in primary schools, where the aim of the program is to prepare preschoolers for primary school

have had their schooling temporarily interrupted in the previous school year, due to pregnancy, illness, an accident or some other event, and require an extra year to complete their schooling.

- are seeking to enrol in:
 - Distance Education Centre of Victoria programs not subject to regional office approval
 - programs designed to re-engage people in the education process, such as initiatives targeting young mothers
 - mainstream school programs designed for refugees or those who have recently arrived in Australia
 - May attend other mainstream school program designed to assist disadvantaged groups or students at risk.

- are enrolling in an English language government school or centre if they a:
 - Under the age of 18 as of January the 1st.

Regional Director Responsibility

Regional Directors have the responsibility to determine eligibility and approve of the admission of individuals who:

- are under the minimum age for enrolment (all schools including specialist) see:
- are above the maximum age for enrolment in mainstream government schools
- are above the maximum age and are seeking enrolment and funding for Program for Students with Disabilities (managed in consultation with Student Wellbeing and Engagement Division in relation to PSD funding the school may receive to support student/s)
- are enrolling at an English Language School or Centre.

Early age entry

Early age entry must be:

- requested in writing to the regional director by parent/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.

Any applications for early age entry must be accompanied by a full educational psychologist report.

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.

Information Required for Admission

Enrolment forms are available from school office and on school website and must include:

- date of birth (note: evidence of date of birth can be official, such as a birth certificate, passport 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 parent/s or guardian/s
- 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: [Transfers](#)
- demographic details of the student
- student restriction details (if necessary).

The table below outlines further information required for admission.

	<p>The signature of:</p> <ul style="list-style-type: none"> • parent as defined in the <i>Family Law Act 1975</i> Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility. • 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 • or 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 <p>*If a parent wishes to sign over day to day care to another adult (e.g. grandparent), the school must be notified in writing prior to this arrangement coming into effect.</p> <p>(These people may provide any other consent required e.g. excursions.)</p> <p>Notes for informal carer:</p> <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>For more information on informal carer status see: Commission for Children and Young People</p> <p>Where consent is disputed</p> <p>When (parent) consent is disputed principals and staff should:</p> <ul style="list-style-type: none"> • avoid becoming involved • avoid favouring one parent
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	<ul style="list-style-type: none"> act in accordance at all times with the best interests of the student and the school community act sensitively and realise that a resolution, satisfactory to both parents, may not be possible. For more information on enrolment where there is disputed parental consent, see: Decision Making Responsibilities for Students
<p>Identification and student name</p>	<p>For applicants who are:</p> <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.
<p>Immunisation status certificates - primary students</p>	<p>Schools are required to:</p> <ul style="list-style-type: none"> request information from parents on the immunisation status of each child, i.e. primary student, prior to enrolment i.e. official immunisation status certificate. The immunisation status certificate can be obtained from the Medicare Online, the Australian Childhood Immunisation Register or General Practitioner. take a copy of the sighted document and record information on the immunisation status of each enrolled child. <p>Parents or guardians must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised. Note: Homeopathic immunisation is not a recognised form of immunisation, and therefore cannot be listed on an immunisation status certificate.</p> <p>Prospective students will not be prevented from enrolling in primary school if they have not been immunised.</p> <p>Collecting immunisation status certificates will assist health authorities in protecting students in the event of a vaccine-preventable disease occurrence at the school. An unvaccinated student may be excluded from school for a period of time.</p> <p>For more information on:</p> <ul style="list-style-type: none"> immunisation in primary and secondary schools, see: Immunisation maintaining and using immunisation records see: Enrolment the Department of Health's fact sheet, Starting Primary School

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 enrolling parent or guardian provide the missing information • advises the parent or guardian 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 • further delay in enrolling the student is likely to affect the student's education and wellbeing. 	

N:B If an enrolment form is incomplete due to families having difficulties understanding the English language, office staff will arrange for an interpreter to assist with filling out admissions.

Evaluation

This policy will be reviewed as part of the school's **three-year** review cycle, or if required, in an earlier cycle.

This Policy was ratified at School Council on Monday 27th July, 2015