

Enrolment Policy

Purpose

This policy sets out requirements for entry into Victorian government schools, including admissions, enrolments, the placement of students and transfers between schools.

This Enrolment Policy and the mandatory Enrolment in a Victorian Government School Guidelines, available on the Guidance tab <https://www2.education.vic.gov.au/pal/enrolment/guidance> combines the admissions, enrolment, placement and transfers policies into one clear and concise location for Victorian government schools.

Under the Education and Training Reform Act 2006 (Vic):

- Schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. This applies to all schools including mainstream, specialist, and government English language schools or centres.
- Every Victorian student has a legislated right to enrol at their designated neighbourhood school (section 2.2.13) and may be enrolled at another school subject to sufficient accommodation (section 2.2.14).

Victorian government schools must refer to the Enrolment in a Victorian Government School Guidelines (see Guidance tab <https://www2.education.vic.gov.au/pal/enrolment/guidance>). for details on:

- age eligibility, including exceptions and exemptions from the maximum and minimum school age requirements and processes
- determining designated neighbourhood school areas and zones
- Department policy requirements relating to placement of students (Placement Policy) and enrolment management
- enrolment appeal processes and requirements
- determining permanent residence of students and families
- required documentation and information when enrolling students
- transfers between schools
- concurrent enrolment for students entering youth justice or secure welfare.

For policy and guidance on transition process and support for students moving from Year 6 to 7, refer to: [Transition — Year 6 to 7](#).

For policy and guidance on exemptions from attendance and enrolment, refer to: [Exemptions to School Attendance and Enrolment](#).



Related policies

- Attendance
- Decision Making Responsibilities for Students
- Exemptions from School Attendance and Enrolment
- Expulsions
- Home Schooling and Partial Enrolments
- Immunisation
- International Student Program (ISP)
- Privacy and Information Sharing
- Suspension
- Transition — Year 6 to 7
- Transition — Early Childhood to School

Relevant Legislation

- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Family Law Act 1975 (Cth)
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2019 (Vic)

Communication

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Included in transition and enrolment packs
- Discussed at staff briefings and meetings as required
- Discussed at parent information sessions
- Made available in hard copy from school administration upon request.
- Available publicly on our school's website.

Policy review and approval

Policy last reviewed:	November 9 th 2022
Consultation:	School Council November 9 th 2022
Approved by:	Principal
Next scheduled review date:	November 9 th 2023

