

Enrolment

POLICY

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

DETAILS

This Enrolment Policy and the mandatory Enrolment in a Victorian Government School Guidelines, 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 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
- enrolment in specialist schools
- concurrent enrolment for students entering youth justice or secure welfare.

OVERVIEW

Under the Education and Training Reform Act 2006 (Vic) (the Act), 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 of the Act), and may be enrolled at another school subject to sufficient accommodation (section 2.2.14 of the Act).

The following information provides the requirements for entry into a Victorian government school. This includes admission and enrolment pre-requisites, placement into a Victorian

government school, transfers between schools, concurrent enrolments and enrolment in specialist schools.

ELIGIBILITY TO ENROL IN A VICTORIAN GOVERNMENT SCHOOL

To enrol in a Victorian government school, an applicant must:

- be an Australian citizen, or a student with relevant specified visas or Immicard.
- meet the age eligibility requirements set out in these Guidelines (based on the requirements set out in the Education and Training Reform Regulations 2017 (Vic)

FAIRNESS AND EQUITY

School enrolment practices must be fair, equitable and comply with state and federal laws. Factors such as ability, history of behaviour or level of engagement with education are irrelevant factors for placement decisions. This ensures schools enrol students in a way that is fair, equitable and lawful.

SCHOOL AGE

Under the Education and Training Reform Act 2006, schooling is compulsory for students aged between 6 and 17 years unless an exemption from enrolment or attendance has been granted. For enrolment and attendance exemption categories and processes.

Compulsory schooling for students aged between 6 and 17 applies to all schools including mainstream, specialist, and government English language schools or centres.

A person who is not of compulsory school age may not enrol in or attend a government school unless:

- the person falls within an exception to the age eligibility requirements set out in the Education and Training Reform Regulations 2017 (Regulations) — refer to the Exceptions information below; or
- the person is granted an exemption from the age requirements in the Regulations

RESPONSIBILITY FOR ASSESSING AND APPROVING SCHOOL AGE ELIGIBILITY REQUIREMENTS

Principals are responsible for assessing eligibility and approving the enrolment of:

- individuals who are of compulsory school age (those aged between 6 and 17 years); and
- individuals who fall within an exception under the Regulations

The Minister or delegate (such as a Regional Director) is responsible for assessing and granting exemptions to the minimum and maximum school age requirements.

DESIGNATED NEIGHBOURHOOD SCHOOLS – SCHOOL ZONES

All government primary and secondary schools have a school zone. A school zone defines an area's designated neighbourhood government school. Every Victorian student has a legislated right to enrol at their designated neighbourhood government school (local school). For students residing in metropolitan Melbourne, Ballarat, Bendigo or Geelong, their local school is usually the nearest government school in a straight line from the student's permanent address. In all other areas of Victoria, it is the nearest school by the shortest

practical route, recognising the additional travel distances often experienced in regional settings.

Some school zones need to align with geographical and structural barriers such as rivers and freeways, however, a main road is not usually considered to be a barrier to accessing a school.

Schools that face particularly high enrolment demand may require a restricted zone to be put in place by the Minister for Education (or delegate), to help the school continue to meet the needs of its local community. This sometimes reduces the area for which it is a local school. If a restricted zone is in place, then the zones from surrounding schools are adjusted to ensure that all children are designated a local school.

The department reviews school zones on an annual basis. Zones may be adjusted to reflect new schools, changing provision at existing schools or to address changing student demand. School zones are published on the [Find my School](#) website.

Schools must

- enrol eligible students, who are new to the Victorian government education system under the name contained in the documents supporting their admission; primarily their birth certificate
- keep copies of sighted documents (Note: for primary students this includes an immunisation status certificate)
- verify changes to student enrolment names
- maintain student details and movements in enrolment history
- keep all information confidential and managed in accordance with:
 - the Department's privacy policy
 - Victorian privacy laws.

At initial enrolment a Victorian Student Number (VSN) is allocated to a student in the name certified in admission documents. When students transfer between schools, the subsequent enrolment is in the name attached to the VSN, unless new legal documentation with an amended name is provided see: Department resources.

Changing enrolment name

Note: The majority of students enrolled prior to 2009, with names different from those appearing on their birth certificate due to previous Department policy; can continue to be enrolled in these names.

- new legal documentation with an amended name is provided, such as:
 - officially amended birth certificate
 - proof of adoption
 - court order authorising another name
- supporting documentation, which was not originally available, differs from the name provided during conditional enrolment see: Admission
- proof is provided that the enrolling parent or the student is using another name under a scheme designed to ensure their safety, such as witness protection.

Enrolment database CASES21

The enrolment database includes:

- admission forms
- transfer information
- the student register, in primary schools
- class lists

Maintaining enrolment information in CASES21

- Enrolment data is entered at the beginning of the year for Prep and Year 7.
- Data is:
 - added when students transfer
 - updated when changes occur, such as guardianship
 - reviewed half yearly, specifically parent/guardian contact information, see: CASES21 Administration User Guide for guidance including processes for generating the Student Information Full Details report, see: CASES21
- revised annually for State and Commonwealth reporting
- updated when informed by parents of changes to family circumstances.
 - Note: Student names removed from the enrolment database are retained in the CASES21 database.
- Records are disposed of in accordance with the General Disposal Schedule. See: Archives and Records Management

Maintaining and using immunisation records

Immunisation status certificates indicate whether primary students have been immunised against some or all of the following infectious diseases:

- hepatitis
- diphtheria
- tetanus
- pertussis (whooping cough)
- poliomyelitis
- *Haemophilus influenzae* type B
- pneumococcal
- rotavirus
- measles
- mumps
- rubella
- meningococcal
- varicella (chickenpox).



EVALUATION

Date Implemented	May 2019
Author	
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Date Reviewed	May 2022
Responsible for Review	Assistant Principal
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References	

