

POLICY TITLE: Admissions and Enrolment Policy

DATE RATIFIED: January 2021

REVIEW DATE: January 2025

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement
with the World

Academic Excellence

Inclusive Learning
Environment

Personal and Social
Wellbeing

RATIONALE

Victorian government schools, like Essendon North Primary School are **not** required to have local enrolment policies. Only schools deemed **specific purpose or specialist schools require this policy.**

The reason why most Victorian government schools are not required to have local enrolment policies is because they are required to follow the Department of Education and Training [Enrolment](#), [Placement](#) and [Admission](#) policies (and any other related Department policies) on the *Policy and Advisory Library*. The Department and the Victorian Regulations and Qualifications Authority (VRQA) have agreed through a Memorandum of Understanding (MOU) that the publicly available Department policies on the *Policy and Advisory Library* will form the evidence required to satisfy the Minimum Standard in relation to Enrolment (for all non-specialist and specific purpose schools).

All schools are required to keep an enrolment register that is accurate and up-to-date (i.e. enrolment data in CASES21).

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 prerequisites, placement into a Victorian government school, and transfers between schools.

PURPOSE

Enrolment forms are available on CASES21 and must be completed for students enrolling in a Victorian government school for the first time. Enrolment forms 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 carer
- details of medical and other conditions that may require special consideration

- emergency telephone numbers, including a nominated doctor
- an Immunisation History Statement from the Australian Immunisation Register
- the name of the previous school and the student's current year level, where students transfer from another school. Note: For students transferring from another Victorian government school, data can be imported using CASES21 (mandatory from July 2017) see [Transfers](#).

IMPLEMENTATION

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.

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

- be an Australian citizen, or a student with relevant specified visas or Immicard. Refer to: International Student Program (ISP)
- meet the age eligibility requirements set out in the *rationale* of this policy and based on the requirements set out in the Education and Training Reform Regulations 2017 (Vic) Guidelines. Additional information regarding eligibility requirements is available on the Policy Advisory library: <https://www2.education.vic.gov.au/pal/enrolment/guidance/school-age-requirements>.

The designated neighbourhood school (school zone) is usually the school that is nearest the student's permanent residence, unless the regional director:

- needs to restrict new enrolments at a school
- has designated the neighbourhood boundaries for the school
- School zones are generally determined by the nearest school by straight line distance in metropolitan areas and major regional cities, or the nearest school by shortest practical route in regional areas.

The straight line is used in metropolitan areas and major regional cities because it is generally the most reliable method for determining the 'closest' school. The Department's Placement Policy embeds the legal entitlement for students to enrol at their designated neighbourhood school, and to enrol at another school if there is sufficient accommodation.

All Victorian government schools must manage enrolments in accordance with this Placement Policy, except those schools where the Minister has approved specific entry criteria, being:

- select entry high schools
- special and special development schools
- English Language Schools and Centres
- camp and outdoor schools
- hospital schools and teaching units

- distance schools
- community/alternative schools
- individual schools with entry criteria as approved by the Minister.

The Placement Policy applies to the placement of students at all year levels, from Prep to Year 12. Single-sex government schools are required to follow the Placement Policy, noting that only students of the requisite gender are eligible to apply.

The Regional Director has the authority to effect placement of a student.

Eligible children and young persons have the right to be admitted to their designated neighbourhood government school.

A student's designated neighbourhood school is generally the school that is nearest the student's permanent address as determined by the school zone.

Priority Order of Placement

In circumstances when a school may not be able to accept all applications due to existing or future capacity concerns, schools must manage enrolment applications in accordance with the following priority order of placement:

1. students for whom the school is the designated neighbourhood school
2. students with a sibling at the same permanent address who are attending the school at the same time
3. where the Regional Director has restricted the enrolment, students who reside nearest the school
4. students seeking enrolment on specific curriculum grounds
5. all other students in order of closeness of their home to the school.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Schools are permitted to assess and make a determination for exceptional circumstances applications on a case-by-case basis.

Siblings

A sibling can be defined to broadly include step-siblings residing together at the same permanent address and students residing together at the same permanent address as part of statutory out-of-home-care arrangements, including foster care, kinship care and permanent care. Enrolment on sibling grounds may also be considered for students permanently residing together in the one residence as part of multiple

family cohabitation. Students seeking enrolment on sibling grounds must be residing together at the same permanent address and must be attending the school at the same time.

There is an expectation that schools will enrol all older and younger siblings, unless otherwise agreed with the Regional Director. A school should only seek to restrict or limit enrolments of out of zone siblings if they consider there to be significant future or current capacity restraints (for example, there is a concern that students within zone could not be accommodated in present or future years) and where they have agreed with the Regional Director. Any agreements between Schools and the Regional Director on enrolment restrictions for out of zone siblings must be reviewed annually.

The sibling criteria applies to placement decisions at all year levels, from Prep to Year 12.

Enrolment Management

Enrolment management is an important tool used by schools and regions to ensure that all students can attend their local school. Strategies that support enrolment management include:

- maintaining accurate and complete enrolment records and data, to facilitate enrolment planning
- planning for an even distribution of students across all year levels while maintaining class size targets
- considering enrolment projections and ensuring that the starting cohort of enrolment numbers does not increase to the extent that the overall capacity of the school is exceeded for the life of the cohort
- monitoring enrolment trends and subject/curriculum demands in the school
- advising current and prospective parents about any limits on enrolment early.

Enrolment documentation

To assist Essendon North Primary School in assessing your child's eligibility for enrolment, please include in your enrolment application:

- **original or certified copies of:**
 - rental agreements or unconditional contracts of sale, in addition to:
- **a copy of two of the following:**
 - electoral enrolment confirmation
 - council rates notices
 - other official documentation that demonstrates permanent residency at that address such as a driver's license or health care card
 - documents should show the same address and parent's/carer's name as recorded on the school enrolment application form.

Optional: On request, you may also be required to complete a statutory declaration confirming the student is living in the address provided in the enrolment application and that the arrangement is genuine and intended to be permanent.

Note: Enrolment applications may not be successful if the requested documentation is not provided.

When enrolling at Essendon North Primary School the following documentation will be provided to families:

- Student Enrolment Form
- Alternative Enrolment Form to be provided for families that are separated or with alternate living arrangements
- At the front of these forms parents will be provided the Department of Education and Training (DET) privacy information for parents, guardians and carers
- At Essendon North Primary School our local forms include:
 - Media Consent
 - Head Lice Consent
 - Local Walking Excursion
 - Consent to release information
 - Enrolment Checklist
 - Enrolment overview for languages, disability, extra information

A copy of the Department Schools Privacy Policy is located at the school office and the link is provided on the enrolment form for access via the DET website.

Enrolment Appeals

Parents and carers are able to appeal against a school's decision not to provide a placement. This can occur in relation to placements at Year 7, or placements at other year levels.

In the first instance, parents or carers should lodge a written appeal with the school at which the student has been unsuccessful in gaining a placement.

If this appeal is unsuccessful and parents or carers are not satisfied that their appeal has been adequately considered, they are able to escalate the appeal to the relevant Regional Director.

Appeals to the Regional Director are considered using the criteria in the Placement Policy.

EVALUATION

Essendon North Primary School annually updates the Cases 21 DET forms accordingly with the guidelines.

DOCUMENT HISTORY

Version	Effective Date	Owner	Description of change
2	January 2021	Kate Barletta	DET updates were effective of June 2020 - document realigned to meet requirements
1	February 2019	Scott Mullen	

* Information on revisions and new versions to be added to the top of the table, therefore the most recent is always on top.