

Admission POLICY

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](#), collect and record an immunisation status certificate – primary students.

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.

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](#)

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

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: [Early Age Entry](#), 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)

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.

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 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: [Transfers](#)

Futher information required for admission.

The signature of:

- 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.
- 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
- an informal carer, with a statutory declaration. Carers:
 - 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 carer: 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. For more information on informal carer status see: [Child Safety Commissioner](#)

When (parent) consent is disputed principals and staff should: avoid becoming involved, avoid favouring one parent, 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: [Parental Responsibility](#)

Identification and Student Name: For applicants who are: Australian-born, a birth certificate or equivalent. Non-Australian-born, a passport or travel document such as a visa.

Schools are required to: 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 local municipal council, 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. 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. Prospective students will not be prevented from enrolling in primary school if they have not been immunised. 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. Immunisation in primary and secondary schools, see: [Immunisation](#) maintaining and using immunisation records see: [Enrolment](#)

When admission information is incomplete.

- The principal may; Defer admission of a student for up to 5 days provided that the principal; 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: 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.
- Record the enrolment conditions; and advises the parents or guardians 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 four year review cycle.

This policy was last ratified by School Council on...

4th August 2014