



KNOX CENTRAL PRIMARY SCHOOL

ENROLMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal.

PURPOSE

All children who are Australian citizens or permanent residents, and who are aged between 6 and 17 years, are entitled to be enrolled in a Victorian government school and are guaranteed placement at their designated school.

Knox Central Primary School will comply with all government and DET enrolment requirements to provide fair and equitable procedures for accepting and confirming enrolments.

All students enrolling deserve a smooth transition that enables them to become part of the school with a minimum of disruption and maximum support.

POLICY

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).

GUIDELINES

Knox Central Primary School will comply with DET Enrolment in a Victorian Government School Guidelines for:

- 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.

IMPLEMENTATION

- Enrolment will be automatically accepted for families residing at a property where Knox Central Primary School is the closest school.
- Transfers Grade 1 – 6:
 - Students transferring during the current year and residing outside our intake area will be accepted, if there is a vacancy, as determined by the Principal
- Students enrolling as part of a Foundation intake will be required to provide proof of age (indicating that they have turned 5 years of age by 30 April of that year) and an immunisation certificate.
- The Regional Director must approve the enrolment of a child who is less than the minimum age of entry for Victorian schools but is transferring from an interstate school. A request for enrolment in writing including evidence of age and full-time enrolment at the interstate school must be provided to the Principal for application to the Regional Director.
- All enrolment information will remain confidential and in accordance with the Department's privacy policy.
- Other parents seeking early age entry for their children must make a written application to the Regional Director.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit.
- Students with Disabilities and Impairments will be enrolled along with all other eligible students. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission.
- Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- All students will be given a unique student identification number known as the 'Victorian Student Number' (VSN).
- Principal Class Officers may contact principals of previous schools of students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters.
- Students will be allocated to classes according to a combination of class size and student need.
- Enrolments will be confirmed in writing on acceptance of an enrolment form.

COMMUNICATION

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

- Available publicly on our school's website
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- DET Placement Policy - <https://www2.education.vic.gov.au/pal/enrolment/policy>
- Enrolling In School - <https://www.vic.gov.au/how-choose-school-and-enrol>

POLICY REVIEW AND APPROVAL

Policy last reviewed	7 th February, 2023
Approved by	Lisa Burt - Principal
Next scheduled review date	February, 2026