



Williamstown Primary School

Admission Policy

1. BACKGROUND

Regulations establish the minimum and maximum ages for enrolment in government schools. Schooling is compulsory for students aged from 6 – 17 years unless an exemption from attendance has been granted.

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 and 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 or deemed eligible and approved for enrolment by the Principal or relevant Regional Director.

2. PURPOSE

- To ensure Williamstown Primary School complies with DET admission policy and guidelines.
- To ensure the school admits eligible students.
- To ensure the school complies with the legislative requirements of the
 - *Education and Training Reform Act 2006*
 - *Privacy Act*
 - *Public Health and Wellbeing Act 2008 and*
 - *Public Health and Wellbeing Regulations 2009*
 - *Family Law Act 1975*

3. DEFINITIONS

“School” means Williamstown Primary School (W.P.S.)

4. PROCEDURES FOR IMPLEMENTATION

- Principals have the responsibility to ensure eligibility and may approve the admission of individuals who are of compulsory school age (i.e. aged between 6 and 17 years) and who are at least five years of age by 30 April of the year of enrolment.
- Principals also have the responsibility to approve the admission of individuals who are under the minimum enrolment age and they will attend a transition program where the aim is to prepare preschoolers for primary school.
- The Principal may approve under age admission for programs conducted outside normal school hours.
- In exceptional circumstances, early age entry may be approved by the Regional Director. Such application must be made by the parents in writing to the Regional Director.
- A signed enrolment form as per the W.P.S. Enrolment Policy must have been completed and all associated documentation collected e.g. the immunisation status certificate.
- Signatories may be the parent as defined in the Family Law Act 1975, both parents for parents who are separated or a copy of a relevant court order, an informal carer.
- If consent is disputed, the Principal and staff will avoid becoming involved, not favour one parent, act sensitively and at all times in the best interests of the student and the school community. For more information, please refer to the school’s Parent Responsibilities (Decisions about Children) Policy.
- The school will provide a privacy notice to the enrolling parent explaining the use to be made of admission information. For a sample privacy statement please see Privacy within Resources at the website below.
- The school will collect and record an immunisation status certificate.
- When admission information is incomplete, the Principal may delay admission for up to five days or conditionally admit the student whilst the parent obtains the required information.
- If enrolment is conditional, the Principal will record the enrolment conditions and advise 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.

- On admission the school will 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.*

Immunisation

- The school will 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.
- The school will 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.
- For further information on special admissions e.g. under age entry, please refer to the website below.
- Please refer also the school's Enrolment Policy, Immunisation /Exclusions (infectious Diseases) Policy, Information Privacy Policy, Transfers Policy, Parental Responsibility (Decisions about Children Policy and the International Student Program Policy.

Reference:

www.education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx

5. REVIEW AND POLICY HISTORY

This policy is due for formal review in February 2019 although it may be changed at any time as required after approval by School Council and the Principal or if guidelines change (latest update late January 2016).

Policy History

Version Approval Date	Summary of Changes
September 2014	New Policy
February 2015	Ratified
July 2016	Update (January 2016)