



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.

A child who will be less than five years of age at 30 April of the year in which enrolment is sought may not enrol in a Government school unless he or she has been granted an exemption from the age requirements set out in the Education and Training Reform Regulations 2007.

The process to apply for an exemption from the age regulations is as follows:

- Parents/carers must submit a written request for an exemption to the Principal who makes a written recommendation to the relevant Regional Director, together with relevant supporting documentation
 - Considerations include best interests of the child, age-appropriate settings or options, on-line study
- 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's 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 & Data Protection Act 2014*
 - *Public Health and Wellbeing Act 2008* and
 - Public Health and Wellbeing Regulations 2009
 - Family Law Act 1975

3. DEFINITIONS

"School" means Williamstown Primary School.

4. PROCEDURES FOR IMPLEMENTATION

- Before admitting a student, the school must:
 - **for students transferring from another Victorian government school**, import student information using CASES21; and provide parents/carers with the Student Enrolment Information Form for validation of student information
 - **for students who are new to the government system**, obtain a completed enrolment form
- For all students, the school must:
 - provide a privacy notice to the enrolling parent/carer explaining the use to be made of enrolment information. For sample notices see: Privacy within [Department resources](#)
 - collect and record evidence of the student's name and date of birth
 - collect and record an immunisation status certificate – primary students only.
- For admission, all applicants must be:
 - an Australian citizen, or a student with relevant specified visas or **Immicard** see : [International Student Program](#)
 - deemed eligible and approved for enrolment by the Principal or relevant Regional Director.
- Enrolment forms 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 guardian
 - details of medical and other conditions that may require special consideration

- emergency telephone numbers, including a nominated doctor.

For students transferring from another Victorian government school, data can be imported using CASES21 (mandatory from July 2017) see [Transfers](#).

- Signatories may be the parent/carer as defined in the Family Law Act 1975, both parents for parents who are separated or a copy of a relevant court order or an informal carer.
- The school will provide a privacy notice to the enrolling parent/carer explaining the use to be made of admission information. For a sample privacy statement please refer to Privacy within Resources at the website below.
- 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.
- When admission information is incomplete, the Principal may delay admission for up to five days or conditionally admit the student whilst the parent/carer obtains the required information.
- On admission, the school will consider the following in determining a student's readiness:
 - entry assessment from kindergarten
 - informal observations to assess development, literacy and numeracy and academic, social and emotional needs.
- If enrolment is conditional, the Campus Principal will record the enrolment conditions and advise the parent/carers in writing that the enrolment is conditional upon providing the missing information and will only be formally completed when these conditions are met.

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 January 2021 although it may be changed at any time as required after discussion with School Council and the Principal or if guidelines change (latest DET update late November 2017).

Policy History

Version Approval Date	Summary of Changes
August 2014	New Policy
May 2015	Policy Update
November 2015	Policy Update
March 2016	Policy Update
August & October 2016	Policy Update
March, May & July 2017	Minor Updates
January 2018	Rationale Deletions and minor rewrite re role of Minister