



Dinjerra Primary School

ENROLMENT POLICY

POLICY

This policy sets out requirements for entry into Victorian government schools, including admissions, enrolments, the placement of students and transfers between schools.

OVERVIEW

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).
- Victorian government schools must refer to the Enrolment in a Victorian Government School Guidelines for details on:
- 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
 - concurrent enrolment for students entering youth justice or secure welfare.

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

- be an Australian citizen, or a student with relevant specified visas or [Immcard](#). Refer to: [International Student Program \(ISP\)](#)
- meet the age eligibility requirements set out in these Guidelines (based on the requirements set out in the Education and Training Reform Regulations 2017 (Vic))

AIM

To ensure and provide an efficient process for enrolment that enables students within our neighbourhood area to be guaranteed a placement.

IMPLEMENTATION

- Eligible children have the right to be admitted to their designated neighbourhood government school, regardless of capacity. A student's designated neighbourhood school is generally the school that is nearest the student's permanent address as determined by the school zone. The [Find My School website](#) provides guidance on which school zone a student's permanent residence is located within. 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.



Dinjerra Primary School

- The school will:
 - enrol eligible students, who are new to the Victorian government education system under the name contained in the documents supporting their admission; primarily their birth certificate
 - keep copies of sighted documents (note: for primary students this includes an Immunisation History Statement from the Australian Immunisation Register)
 - verify changes to student enrolment names
 - maintain and update student details obtained on enrolment
 - provide new families with a privacy collection notice upon enrolment and keep all information confidential and managed in accordance with the Department's privacy policy and Victorian privacy laws. Refer to Privacy and Information Sharing for the template Privacy Collection Statement

- Enrolment forms must include:
 - date of birth (such as a birth certificate) Where a birth certificate cannot be produced, other acceptable evidence of a student's full name and date of birth includes a passport, citizenship documents or Australia visa documents or Immicard. Where no official documentation can be produced, the school must ask for other identifying documentation such as a doctor's note attesting to a child's age and/or a Medicare card.
 - 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
 - the Privacy Collection Statement

- Information regarding the enrolment of overseas students can be obtained from the International Education Division (03) 9637 2990. (Refer to [International Student Program \(ISP\)](#))

- **Student Information Database**
 - CASES21 is the student information database, and includes enrolment forms, transfer information, the student register (in primary schools) and how schools maintain student information in CASES21:
 - Enrolment data is entered for students who are new to the Victorian government school system
Data is:
 - confirmed/updated and signed by the parent/carer when students transfer
 - updated when changes occur, such as guardianship
 - reviewed half yearly, specifically parent/carer contact information. Refer to [CASES21 Administration User Guide](#) for guidance including processes for generating the Student Enrolment Information Form and Student Information Full Details Report)
 - revised annual for State and Commonwealth reporting
 - updated when informed by parents of changes to family circumstances

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2021
Approved by	The Principal
Next scheduled review date	July 2025