

Enrolment /Placement Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Michele Chng from our English as Additional Language Team who will arrange for either our Dari or Karen interpreters to translate this document.

PURPOSE

The purpose of this policy is to outline the eligibility and guidelines surrounding an enrolment into a Victorian Government School.

OVERVIEW OF ENROLMENT IN VICTORIAN GOVERNMENT SCHOOLS

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).

The following information provides the requirements for entry into a Victorian government school. This includes admission and enrolment pre-requisites, placement into a Victorian government school, transfers between schools, concurrent enrolments and enrolment in specialist schools.

ELIGIBILITY TO ENROL IN A VICTORIAN GOVERNMENT SCHOOL

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

- Be an Australian citizen, or a student with relevant specified visas or Immicard.
- Meet the age eligibility set out in these guidelines (under the Education and Training reform Act 2006)

School age

A child who is aged 5 years or over by 30 April of the year of enrolment may enrol in or attend a government school if they are enrolling in or attending a:

- course of primary education
- course approved by the Minister
- preschool program conducted on government school premises

FAIRNESS AND EQUITY

School enrolment practices must be fair, equitable and comply with state and federal laws. Factors such as ability, history of behaviour or level of engagement with education are irrelevant factors for placement decisions. This ensures schools enrol students in a way that is fair, equitable and lawful.

DESIGNATED NEIGHBOURHOOD SCHOOLS – SCHOOL ZONES

All government primary and secondary schools have a school zone. A school zone defines an area's designated neighbourhood government school. Every Victorian student has a legislated right to enrol at their designated neighbourhood government school (local school).

For students residing in metropolitan Melbourne, Ballarat, **Bendigo** or Geelong, their local school is usually the nearest government school in a straight line from the student's permanent address. In all other areas of Victoria, it is the nearest school by the shortest practical route, recognising the additional travel distances often experienced in regional settings.

Our school zone is available on <https://www.findmyschool.vic.gov.au/> which hosts the most up-to-date information on school zones in Victoria.

Students residing within our school zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address.

Our school manages enrolments using the Placement Policy to ensure that students have access to their designated neighbourhood school and may enrol at another school, if there are available places.

DEPARTMENT OF EDUCATION & TRAINING - PLACEMENT POLICY

The department's Placement Policy embeds the legal entitlement for students to enrol at their designated neighbourhood school, and to enrol at another school if there is **sufficient accommodation**.

Sufficient accommodation.

Whether a school has sufficient accommodation to enrol additional students depends on a number of factors. These include if the school will continue to have appropriate physical and operational capacity and resources to provide high quality education and services to the school's overall student population. Sufficient accommodation takes into consideration:

- built capacity and/or target-built capacity
- current enrolments and forecast enrolments
- staffing levels
- industrial agreements
- subject/curriculum demands on the school
- where practical, planning for an even distribution of students across all year levels while maintaining class size targets.

Schools must have sufficient accommodation to meet current and future in-zone demand before enrolling students from outside the school zone.

All Victorian government schools must manage enrolments in accordance with the DET Placement Policy, except those schools where the Minister or delegate has approved specific entry criteria, being:

- select entry high schools
- specialist schools
- English Language Schools and Centres
- camp and outdoor schools
- hospital schools and teaching units
- distance schools
- flexible learning government schools and flexible learning campuses
- any other school with entry criteria as approved by the Minister or delegate.

The Placement Policy applies to the placement of students at all year levels, from Foundation/Prep to Year 12. Single-sex government schools are required to follow the Placement Policy, noting that only students of the requisite gender are eligible to apply.

Specialist schools are subject to different placement requirements than those described in the Placement Policy

Right to attend the designated neighbourhood school

Eligible children and young persons have the right to be admitted to their designated neighbourhood government school, regardless of capacity. Accordingly, all students that reside within the area of a designated neighbourhood school (referred to as a 'school zone') must be offered a place when seeking enrolment.

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.

International students

International students (such as those holding a dependant or temporary visa) have the legal entitlement to enrol at their designated neighbourhood school.

However, under the Education Services for Overseas Student Act 2000 (Cth), students who hold a subclass 500 student visa (a student visa in their own name) may only attend government schools accredited to accept international students. The department refers to students who hold a student visa in their own name as Standard and Study Abroad students.

Given Standard and Study Abroad students are required to attend an accredited school, they may not be able to attend their closest school.

The International Education Division can provide support with queries regarding international student enrolments: international@education.vic.gov.au

KANGAROO FLAT PRIMARY SCHOOL

Our school adheres to the Department of Education & Training Placement policy ensuring those students residing in our neighbourhood zone (findmyschool.vic.gov.au) are provided an enrolment place irrelevant of their personal circumstances. Our school will prioritise students from our local neighbourhood zone and will only consider students from outside our catchment area if we have the capacity to do so given capacity, enrolments numbers and forecasted enrolments.

All enrolment enquiries outside our neighbourhood zone will be directed to their zoned local school as a first preference.

CONTACT

For support with specific enrolment queries, please contact our school principal, Kim Saddler on phone 5447 5100

For more documentation and information on enrolment procedures and guidelines please refer to www.education.vic.gov.au

THE PLACEMENT POLICY WAS UPDATED BY DEPARTMENT OF EDUCATION & TRAINING IN APRIL 2022