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*Policy:           Enrolment*

*School:           Benalla P-12 College*

*Section:          Students 3.1*

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## **SECTION THREE:       STUDENTS**

### **3.1                       Enrolment Policy**

#### **Agreed Understandings:**

1. Children of school age have the right to be admitted to their neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged. DEECD 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.
2. The enrolment of students arriving in town during the year should not be unduly delayed.

#### **Guidelines:**

1. Principals have the responsibility to ensure eligibility and approve the admission of individuals who:
  - a. are of compulsory school age
    - are at least 5 years of age by 30 April of the year of enrolment
    - are under 18 years of age as at 1 January of the year of enrolment
    - are 18 years of age on or after 1 January of the year of enrolment, provided they are studying an accredited senior secondary course
  - b. are 19 at any time during the year of enrolment, provided they are completing an accredited senior secondary course
  - c. are 20 years of age or over at any time during the year of enrolment, and satisfy each of the following criteria:
    - enrolled only in an accredited senior secondary course
    - enrolled or seeking enrolment in a school outside the metropolitan area
    - there is not a TAFE or other provider through which the person could reasonably study the course by correspondence or other method, including the Distance Education Centre Victoria
    - there is no TAFE or other provider offering an accredited senior secondary course within 45 minutes travelling time from the student's residence if using public transport, or a school bus in the case of travel to a non-government school
  - d. meet the following categories, to which the age requirements do not apply:
    - are under minimum enrolment age seeking to attend, and eligible for, prep transition programs in primary schools, where the aim of the program is to prepare pre-schoolers for primary school

- have had their schooling temporarily interrupted in the previous school year, due to pregnancy, illness, an accident or some other event, and require an extra year to complete an accredited senior secondary course
- e. are seeking to enrol in:
- Distance Education Centre of Victoria programs not subject to regional office approval
  - programs designed to re-engage people in the education process, such as initiatives targeting young mothers
  - programs specifically designed for students aged 18 or over
  - a course called 'senior extension VCAL' or 'VCAL senior extension'
  - mainstream school programs designed for refugees or those who have recently arrived in Australia
  - any other mainstream school program designed to assist disadvantaged groups or students at risk of not completing an accredited senior secondary course.

**Note:** Students aged 18 years or more who have not attended school for 12 or more continuous months and wish to return to school require a National Police Records Check.

2. Early age entry must be:
- requested in writing to the regional director by parents/guardians
  - approved in writing by the regional director
  - approved by the Principal, where students are transferring from an interstate school to a Victorian government school, and on receipt of evidence (to their satisfaction) of previous enrolment and full time school attendance. **Note:** The Regional Director will only grant early entry in exceptional circumstances when there are strong grounds for believing long-term educational disadvantage would otherwise occur.

### Implementation:

1. Schools must:
- 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, passport or visa
  - keep copies of sighted documents
  - verify changes to student enrolment names
  - maintain student details and movements in enrolment history
  - keep all information confidential and managed in accordance with the DEECD's privacy policy and Victorian Privacy Laws:
2. For admission, all applicants must be:
- an Australian citizen, or a student with relevant specified visas,
  - deemed eligible and approved for enrolment by the principal or relevant regional director.
3. Before admitting a student schools must:
- collect relevant admission information, including a birth certificate and an immunisation status certificate
  - obtain a completed enrolment form

- provide a privacy notice to the enrolling parent explaining the use to be made of the admission information
  - obtain the signature of the parent as defined by the *Family Law Act 1975*
  - obtain the signature of the student if they are over 15 and living independently
  - obtain the signature of an informal carer, with a statutory declaration.  
Carers:
    - may be a relative or other carer
    - have day-to-day care of the student with the student regularly living with them
    - may provide any other consent required e.g. excursions.
4. When admission information is incomplete the Principal may:
- conditionally enrol the student if the information is not provided after 5 days and further delay in enrolling the student is likely to affect the student's education and wellbeing provided that the principal records the enrolment conditions; and advises 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
  - defer admission of a student for up to 5 days provided that pending the enrolling parent or guardian provide the missing information and advises the parent or guardian they are legally responsible for ensuring a child of school age attends school; or
5. When enrolling students who are in Out Of Home Care or students who are wards of the state, the school will adhere to the relevant DEECD/Department of Human Services agreements.
6. This policy will be made available on the School's website.

**Basis for Discretion:**

The basis for discretion lies with the Principal as an operational matter.

**Date of ratification by School Council:** 25 February, 2013

**Recommended date for review:** February, 2015