

Policy – Enrolments

Policy Information

Policy Number:	HAL-GOV-07
Current Version:	1.1
Policy Category:	School Governance
Scope:	School Programs
PAL Link:	https://www2.education.vic.gov.au/pal/enrolment/policy

Revision History & Ratification

This policy needs to be reviewed by College Council annually or as required and ratified at the College Council meetings when changes are necessary. This policy will be published on the school's website and will be distributed to staff via Compass.

Revision Date:	Council Ratification Date:	Summary of Changes	Prepared/Approved By:
10/11/2021	19/10/2020	Policy Creation	Jamie Fardell

Policy

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

Details

This Enrolment Policy and the mandatory Enrolment in a Victorian Government School Guidelines, available on the Guidance tab, combines the admissions, enrolment, placement and transfers policies into one clear and concise location for Victorian government schools.

Under the Education and Training Reform Act 2006 (Vic):

- 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) and may be enrolled at another school subject to sufficient accommodation (section 2.2.14).

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Policy Owner: School Governance
Version Date: October 2020

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Victorian government schools must refer to the Enrolment in a Victorian Government School Guidelines (refer to [Guidance tab](#)), 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
- enrolment in specialist schools
- concurrent enrolment for students entering youth justice or secure welfare.

For policy and guidance on transition process and support for students moving from Year 6 to 7, refer to: [Transition — Year 6 to 7](#).

For policy and guidance on exemptions from attendance and enrolment, refer to: [Exemptions to School Attendance and Enrolment](#).

Related policies

- [Attendance](#)
- [Decision Making Responsibilities for Students](#)
- [Exemptions from School Attendance and Enrolment](#)
- [Expulsions](#)
- [Home Schooling and Partial Enrolments](#)
- [Immunisation](#)
- [International Student Program \(ISP\)](#)
- [Privacy and Information Sharing](#)
- [Suspension](#)
- [Transition — Year 6 to 7](#)
- [Transition — Early Childhood to Sch](#)
- [Parent Payment Policy](#)
- [Purchasing Secondary Courses and Vocational Training from External Providers](#)

Relevant legislation

- [Education and Training Reform Act 2006 \(Vic\)](#)
- [Education and Training Reform Regulations 2017 \(Vic\)](#)
- [Family Law Act 1975 \(Cth\)](#)
- [Public Health and Wellbeing Act 2008 \(Vic\)](#)
- [Public Health and Wellbeing Regulations 2019 \(Vic\)](#)

Guidance

For support with specific enrolment queries, schools may contact the relevant Area Executive Director in the applicable regional office. Refer to [Our office locations](#) for specific contact details for a particular regional office.

For general queries or feedback about this Enrolment Policy please contact the School Provision and Establishment Division via the Victorian School Building Authority on:

<https://www2.education.vic.gov.au/pal/enrolment/guidance>

Resources

<https://www2.education.vic.gov.au/pal/enrolment/resources>