



ENROLMENT POLICY

PURPOSE

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).

All children enrolling at Truganina South Primary School deserve a smooth transition that enables them to become part of Truganina South Primary School with a minimum of disruption and maximum support.

Truganina South Primary School aims to provide an efficient process of enrolment that satisfies the needs of students, parents and the school whilst adhering to the Enrolment Ceiling and Neighbourhood Boundaries as instructed by the South Western Victoria Region.

SCOPE

This policy applies to any family enrolling a student in years Foundation to 6.

POLICY

- To be eligible for enrolment a child must be at least five years of age by 30th of April the year in which admission is sought. Only Australian citizens or students with specified visas are eligible for admission.
- Information regarding the enrolment of overseas students can be obtained from the International Education Division on (03) 9637 2990.
- All enrolments will require the completion of the DET 'Confidential Student Enrolment Information Form', with details entered immediately on CASES 21.
- A 'School Enrolment Privacy Note' that explains the use of the information with the enrolment form will be provided
- A child who is less than the minimum age of entry for Victorian schools may be eligible for enrolment in exceptional circumstances.
- The Principal (or nominee) can contact Principals (or nominees) of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek the electronic transfer of student enrolment information and/or a copy of any documentation pertinent to

the child being enrolled (birth certificate, immunisation, visa details etc) and to discuss any academic or behavioral matters. The Principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.

- Students will be allocated to classes according to a combination of class size and student need.
- The Enrolment Officer will require evidence from the family enrolling a student proving that they are a resident in the school zone. Suitable forms of evidence may be Municipal Rates Notice, Certificate of Occupancy on a new build in the area, Rental Agreement, etc.

Enrolments will be accepted in the following priority order as approved by the South Western Victoria Regional Office:

1. Students for whom the Truganina South Primary School is the designated neighbourhood school (Please refer to our website for a map of the boundary or <https://www.findmyschool.vic.gov.au/>).
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Students' who reside nearest the school.
4. All other students in order of closeness of their home to the school.

Appealing enrolment decisions

Parents and carers are able to appeal against a school's decision not to provide a placement. This can occur in relation to placements at Year 7, or placements at other year levels.

Appealing a placement at other year levels

In the first instance, parents or carers should lodge a written appeal with the school at which the student has been unsuccessful in gaining a placement.

If this appeal is unsuccessful and parents or carers are not satisfied that their appeal has been adequately considered, they are able to escalate the appeal to the relevant Regional Director.

Appeals to the Regional Director are considered using the criteria in the Placement Policy.

Regional office contact details and locations are on the Department's website.

Further information and contact

If you require further information please contact a member of our administration team on (03) 9296 1800 or alternatively via email at truganina.south.ps@education.vic.gov.au

REVIEW CYCLE

This policy was last updated in January 2021 and is scheduled for review in 2024.

This policy was last ratified by School Council in:	February, 2021
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