



TSPS Student Enrolment Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Truganina South Primary School on 9296 1800 or truganina.south.ps@education.vic.gov.au

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 successful transition that enables them to become part of Truganina South Primary School with 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 enrol in a Victorian Government school, an applicant must:

- be an Australian citizen, or a student with relevant specified visas or [Immicard](#). 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 Act (2006) and Education and Training Reform Regulations 2017 (Vic); 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.
- 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 their age and a combination of class size and student need.
- The Enrolment Officer will require evidence (100 points of proof) 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.
- Families who are applying for school enrolment from outside of the school zone can request to be placed on the school's enrolment waitlist. Families will need to complete an application form. Families will be notified of placement outcome in writing.
- Enrolments will be accepted in the following priority order as approved by the South Western Victoria Regional Office:
 - Students for whom the Truganina South Primary School is the designated neighborhood school (Please refer to our website for a map of the boundary or <https://www.findmyschool.vic.gov.au/>).
 - Students with a sibling at the same permanent address who are attending the school at the same time.
 - Students who reside nearest the school.
 - All other students in order of closeness of their home to the school.

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.

Foundation Enrolments

Foundation enrolments for the following year will open at an advised date in Term 2 of the previous year. This date will be communicated by our school Facebook page and website.

School Tours

School tours will be conducted towards the end of Term 1 and throughout remaining terms. Dates will be communicated by our school Facebook page and website.

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 Foundation and 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

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2024
Consultation	N/A
Approved by	Principal
Next scheduled review date	March 2027