

## ENROLMENT POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Keysborough Secondary College.  
Phone 03 9798 1877 Acacia Campus or 03 9546 4144 Banksia Campus or email at:  
keysborough.sc@education.vic.gov.au.

### PURPOSE

This policy sets out requirements for entry into Keysborough Secondary College, including admissions, enrolments, the placement of students and transfers between schools to ensure that Keysborough Secondary College

- f* enrolls eligible students
- f* maintains enrolment data
- f* maintains their custodial role.

\_\_\_\_\_ embeds the legal entitlement for students to enrol at their designated neighbourhood school, and to enrol at another school if there is sufficient accommodation. Placement Policy applies to the placement of students at all year levels.

- f* Except in very specific circumstances, schooling is compulsory for students who have turned 6 until they turn 17. This applies to students at all schools including mainstream, specialist, and government English language schools or centres.
- f* 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). Victorian government schools must refer to the [Enrolment in a Victorian Government School Guidelines](#)

for details on:

- o age eligibility, including exceptions and exemptions from the maximum and minimum school age requirements and processes
- o determining designated neighbourhood school areas and zones
- o Department policy requirements relating to placement of students (Placement Policy) and enrolment management
- o enrolment appeal processes and requirements
- o determining permanent residence of students and families
- o required documentation and information when enrolling students
- o transfers between schools
- o enrolment in specialist schools
- o concurrent enrolment for students entering youth justice or secure welfare.

- f 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 Training Reform Regulations 2017 (Vic).

#### Right to attend the designated neighbourhood school

Eligible young persons have the right to be admitted to their designated neighbourhood government school, regardless of capacity. Accordingly, all students who reside within the area of a designated neighbourhood school (referred to as a 'school zone') must be offered a place when seeking enrolment. For information on eligibility, refer to: [Eligibility to enrol in a Victorian government school](#).

A student's designated neighbourhood school is generally the school that is nearest the student's permanent address as determined by the school zone. [Find my School website](#) provides guidance on which school zone a student's permanent residence is located within.

For information on verifying a student's permanent address, refer to [Determining permanent residence](#).

#### Attending a school that is not the student's designated neighbourhood school

Students are able to apply for a place at a school that is not their designated neighbourhood school.

- f verify changes to student enrolment names
- f maintain and update student details obtained on enrolment
- f keep all information confidential and managed in accordance with:
  - o the Department's privacy policy
  - o Victorian privacy laws.

Rule:

- f At initial enrolment a Victorian Student Number (VSN) is allocated to a student in the name certified in admission documents. When students transfer between schools, the name will remain as the name attached to the VSN, unless new legal documentation with an amended name is provided to the Victorian Student Number (VSN)
- f For a copy of the student enrolment form, see [DET Resources](#)

### School age

Except in very specific circumstances, schooling is compulsory for children who have turned 6 until they turn 17. This applies to students at all schools including mainstream, specialist, and government English language schools or centres.

For enrolment and attendance exemption categories and processes refer to [Exemptions from School Enrolment and Attendance](#)

A person who is not of compulsory school age may not enrol in or attend a government school unless:

- f they are 17 years old noting that under department policy, when placing students in school year levels, schools must take account of the age restrictions for school enrolment and ensure that if the student turns 18 years old during the school year, they fall within one of the age exception or exemption categories outlined below
- f they fall within an exception category set out in the Education and Training Reform Regulations 2017 (Regulations) refer to the exceptions information below
- f they are granted an exemption from the age requirements in the Regulations refer to the exemptions information below.

### Educational programs not subject to the school age requirements

The school age requirements set out in the Education and Training Reform Act (2006) and Education Training Regulations 2017 (Vic) do not apply to individuals who will attend programs conducted at a government school:

- f outside school hours
- f by registered training organisations or other bodies that are separate from the school.

### Differences between an exception and an exemption

A person who falls within an exception automatically meets the age eligibility requirements to enrol in or attend a government school. If the College Principal is satisfied that the person meets the criteria for the exception, the College Principal cannot refuse to enrol the person on the basis of their age and the person will not be required to obtain an exemption from the minister or their delegate.

A person who does not fall within an exception must apply for an exemption from the minister or their delegate.



- f admission forms
- f transfer information
- f the student register
- f class lists
- f medical conditions
- f Medicare number and student's Doctor
- f emergency contacts

#### RELATED POLICIES

- f Attendance
- f Decision Making Responsibilities for Students
- f Exemptions from School Attendance and Enrolment
- f Expulsions
- f Home Schooling and Partial Enrolments
- f Immunisation
- f International Student Program (ISP)
- f Privacy and Information Sharing
- f Suspension
- f Transition– Year 6 to 7
- f Transition– Early Childhood to School

#### RELEVANT LEGISLATION

- f Education and Training Reform Act 2006
- f Education and Training Reform Regulations 2017
- f Family Law Act 1975
- f Public Health and Wellbeing Act 2008
- f Public Health and Wellbeing Regulations 2010

#### RELEVANT RESOURCES

- f [Student Enrolment Form \(doc322kb\)](#) - schools can also access this form along with further resources on the [CASES21 Portal](#)
- f [Student Family Occupation Education \(SFOE\) Portal](#)
- f [ISP Quality Standards and School Resources](#) - see International Student Program Quality Standards for Schools, Quality Standard Student Support Services

Forms and documents relating to enrolment in Victorian government schools

- f [Application to enrol in a Victorian government school \(PDF\)](#) (staff login required) - also available in the forms section of the [CASES21 Portal](#) (staff login required)
- f [Application to enrol in a Victorian government school \(DOCX\)](#) (staff login required)
- f [Form to enrol in a Victorian government school \(DOCX\)](#) (staff login required) - also available in the [forms](#)

## COMMUNICATION

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

- f* Available publicly on our school's website
- f* Included on our Staff Intranet
- f* Discussed at staff briefings/meetings as required
- f* Discussed at parent information nights/sessions
- f* Included in transition and enrolment packs
- f* Included as annual reference in school newsletter
- f* Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed(n)-6. Tf -0.001 Tc 0.00-0.001 Tf 9