

Placement and Enrolment Policy

Purpose

This policy sets out requirements for entry into Victorian government schools.

The Department's Placement Policy embeds the legal entitlement for students to enrol at their designated neighbourhood school, and to enrol at another school if there is sufficient accommodation. All Victorian government schools must manage enrolments in accordance with this Placement Policy, except those schools where the Minister has approved specific entry criteria, being:

- select entry high schools
- special and special development schools
- English Language Schools and Centres
- camp and outdoor schools
- hospital schools and teaching units • distance schools
- community/alternative schools
- individual schools with entry criteria as approved by the Minister

The Placement and Enrolment Policy applies to the placement of students at all year levels, from Prep to Year 12.

Details

Right to attend designated neighbourhood school

Eligible children and young persons have the right to be admitted to their designated neighbourhood government school, regardless of capacity. Accordingly, all students that reside within the area of a designated neighbourhood school (referred to as a 'school zone') must be offered a place when seeking enrolment.

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

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. All students who seek enrolment in a school outside of their designated neighbourhood school should be enrolled in that school if there is sufficient accommodation at the school.

In circumstances where schools do not have sufficient accommodation to accept all students who apply from outside their school zone, schools must manage enrolment applications in accordance with the following priority order of placement:

1. students with a sibling at the same permanent address who are attending the school at the same time

2. all other students in order of closeness of their home to the school.

Schools must have sufficient accommodation to meet current and future in-zone demand before enrolling students from outside the school zone.

International students

International students (such as those holding a dependant or temporary visa) have the legal entitlement to enrol at their designated neighbourhood school.

However, under the Education Services for Overseas Student Act 2000 (Cth), students who hold a subclass 500 student visa (a student visa in their own name) may only attend government schools accredited to accept international students.

Exceptional circumstances – compassionate grounds

In exceptional circumstances, a student may be enrolled at a school on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement.

Families must be able to clearly demonstrate the exceptional circumstances which they believe make an enrolment at their designated neighbourhood school unsuitable for their child or children. Exceptional circumstances may include family violence, wellbeing and safety concerns, physical and/or mental health concerns. Importantly, this is not a comprehensive list of exceptional circumstances whereby a family may seek an enrolment on compassionate grounds – each application will be dealt with on a case-by-case basis.

As of 2023 Kerrimuir Primary School is being supported by DE North Eastern Regional office with regards to enrolment policies and procedures. Our projected enrolment targets means that we are now unable to make adjustments and concessions with regards to out of zone enrolments.

Policy, guidance and resources

Our [Policy and Advisory Library](#) includes all related policy information, guidance and resources under the relevant menu tabs:

- [Enrolment: Foundation \(Prep\) enrolment](#)
- [Enrolment: Application and Enrolment Forms](#)
- [Enrolment: Placement Policy.](#)

Enrolment in a Victorian Government School – Other information

These Guidelines for the following can be found at:

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

- Overview of enrolment in Victorian government schools
- Eligibility to enrol in a Victorian government school

- Fairness and equity
- School age requirements and age exemptions
- Designated neighbourhood schools and school zones
- Placement policy
- Appealing enrolment decisions
- Determining permanent residence
- Application and enrolment forms
- Processing enrolment forms and supporting documentation
- Foundation (Prep) enrolment
- Year 6 to 7 placement
- Student transfers between schools
- Enrolment in specialist schools
- Concurrent enrolment process (youth justice and secure welfare)
- Temporary enrolments – emergency school closures

If you have a question about school zones call the VSBA Hotline on 1800 896 950 or email: vsba@education.vic.gov.au

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

- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

Policy last reviewed	April 2023
Approved by Principal	Michael Mclean & School Council- April 2023
Next scheduled review date	April 2026

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

