



Admission Policy

Background

- Regulations establish the minimum and maximum ages for enrolment in government schools.
- Schooling is compulsory for students aged from 6 – 17 years unless an exemption from attendance has been granted.
- Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged.
- Before admitting a student schools must collect relevant admission information, obtain a completed enrolment form for Foundation students, provide a privacy notice to the enrolling parent explaining the use to be made of admission information and collect and record an immunisation status certificate – primary students.
- Students who are enrolling from another Victorian Government School will have their information sent by Data Transfer from their previous school.
- For admission, all applicants must be an Australian citizen or a student with relevant specified visas or deemed eligible and approved for enrolment by the Principal or relevant Regional Director.

Purpose

- To ensure Werribee Primary School complies with DET admission policy and guidelines.
- To ensure the school admits eligible students.
- To ensure the school complies with the legislative requirements of the
 - *Education and Training Reform Act 2006*
 - *Privacy Act*
 - *Public Health and Wellbeing Act 2008* and
 - Public Health and Wellbeing Regulations 2009

Implementation

- The Principal has the responsibility to ensure eligibility and approve the admission of individuals who are at least five years of age by 30 April in the year of enrolment.
- The Principal may approve under age admission for programs conducted outside normal school hours.
- In exceptional circumstances, early age entry may be approved by the Regional Director. Such application must be made by the parents in writing to the Regional Director.
- An enrolment form as per the Enrolment Policy must have been completed.
- The school will provide a privacy notice to the enrolling parent explaining the use to be made of admission information. For a sample privacy statement please see Privacy within Resources at the website below.
- The school will collect and record an immunisation status certificate for Foundation students.
- When admission information is incomplete, the Principal may delay admission for up to five days or conditionally admit the student whilst the parent obtains the required information.
- If enrolment is conditional, the Principal will record the enrolment conditions and advise the parents or guardians in writing that the enrolment is conditional upon providing the missing information and will only be formally completed when these conditions are met.
- Please refer also the school's *Enrolment Policy, Immunisation Policy, Information Privacy Policy, Transfers Policy*.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early September 2014).

When First Developed/Reviewed - DET School Policy Advisory Guide > A-Z Index:
October 2014

This policy was ratified by School Council on 18 October 2016

Next review Due: October 2019