



Brunswick North West Primary School

Enrolment Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Brunswick North West Primary School on 03 9386 4624 or brunswick.nw.ps@education.vic.gov.au

POLICY

The purpose of this policy is to set out the eligibility criteria and procedural requirements for enrolment in Victorian government schools.

SUMMARY

- This policy supports all types of enrolment, including Foundation enrolment, Year 7 placement and transfers between schools.
- Schools must consider the 3 core principles when making enrolment decisions.
- Schools must follow the mandatory guidelines and advice set out in the Guidance tab. An overview of each chapter is detailed below.
- Schools must collect and maintain mandatory student information and follow statewide enrollment timelines.
- Unless otherwise stated, the guidance in this policy applies to all Victorian government schools.

PRINCIPLES

The core principles of the Enrolment policy are:

- Every eligible child has the right to be enrolled at a Victorian government school.
 - All students that reside within the area of a designated neighbourhood school (school zone) must be offered a place when seeking enrolment.
 - 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.
- Parents/carers have the right to seek enrolment for their child at a Victorian government school of their choice.
 - Designated neighbourhood schools with sufficient accommodation should offer enrolment to students who reside outside of their school zone.
 - Schools with special entry criteria (for example, specialist schools) are not designated neighbourhood schools. These schools offer enrolment to students

- who meet the requirements of their local enrolment policy.
- 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 for enrolment decisions at designated neighbourhood schools.
 - Schools must ensure enrolment practices do not disadvantage children in out-of-home care, those experiencing homelessness or family violence, recently arrived immigrants or refugees.

GUIDELINES OVERVIEW

Schools must follow the mandatory guidelines and advice set out in the Guidance tab. Some chapters are only relevant to particular school types. The chapters cover the following topics.

Eligibility to enrol in a Victorian government school

This chapter explains the eligibility requirements for enrolling in a Victorian government school, including age and citizenship or visa status.

Fairness and equity

This chapter outlines Victorian government school obligations regarding enrolment practices and decisions.

School age requirements and age exemptions

This chapter includes guidance on age eligibility for Victorian government schools. Schooling is compulsory for children who have turned 6 until they turn 17. Exceptions and exemptions from the maximum and minimum school age are available in limited circumstances.

Designated neighbourhood schools – school zones

This chapter explains how designated neighbourhood schools are determined. The department reviews school zones annually with any changes approved by the Minister.

Placement Policy

Designated neighbourhood schools must manage their enrolments in accordance with the Placement Policy. The 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. This chapter includes the priority order of placement for out-of-zone students, guidance on sufficient accommodation and compassionate grounds.

Determining permanent residence

This chapter explains how a student's permanent residence is determined and how Victorian government schools can request and verify proof of address.

Appealing enrolment decisions

This chapter explains enrolment appeal processes and requirements for designated neighbourhood schools.

Application and enrolment forms

The department provides Victorian government schools with standardised application and enrolment forms. This chapter explains when and how schools should use these forms.

Processing enrolment forms and supporting documentation

This chapter provides guidance on the documents required during enrolment and the process for maintaining student enrolment information.

Foundation (Prep) enrolment

This chapter contains guidance and resources for the annual statewide Foundation enrolment timeline at designated neighbourhood schools.

Year 6 to 7 placement

This chapter contains guidance and resources for the annual statewide Year 6 to 7 placement process at designated neighbourhood schools.

Student transfers between schools

This chapter outlines the roles and responsibilities of Victorian government schools when a student transfers to any other school setting.

Enrolment in specialist schools and other specialist education settings

This chapter provides an overview of enrolment requirements for government specialist schools and education settings for students with specific disability and high needs.

Concurrent enrolment process (youth justice and secure welfare)

Administrative guidance for students enrolled at Parkville College.

Temporary enrolments – emergency school closures

Administrative guidance for enrolling students when their base school is temporarily closed.

RELATED POLICIES

- [Attendance](#)
- [Decision Making Responsibilities for Students](#)
- [Exemptions from School Attendance and Enrolment](#)
- [Expulsions](#)
- [Home Schooling and Partial Enrolments](#)
- [Immunisation](#)
- [International Student Program \(ISP\)](#)
- [Privacy and Information Sharing](#)
- [Suspension](#)

- [Primary to Secondary School Transition](#)
- [Transition – Early Childhood to School](#)

RELEVANT LEGISLATION

- [Education and Training Reform Act 2006 \(Vic\)](#)
- [Education and Training Reform Regulations 2017 \(Vic\)](#)
- [Family Law Act 1975 \(Cth\)](#)
- [Public Health and Wellbeing Act 2008 \(Vic\)](#)
- [Public Health and Wellbeing Regulations 2019 \(Vic\)](#)

Contacts

For support with the Enrolment policy:

- parents and carers may direct queries to: enquiries@education.vic.gov.au
- schools may direct queries to the relevant region:
 - North-Eastern Victoria Region: enrolments.nev@education.vic.gov.au
 - North-Western Victoria Region: enrolments.nwv@education.vic.gov.au
 - South-Eastern Victoria Region: enrolments.sev@education.vic.gov.au
 - South-Western Victoria Region: enrolments.swv@education.vic.gov.au
- regional staff may direct queries to: school.enrolment.policy@education.vic.gov.au

For queries regarding school zones and the [Find my School website](#), please contact the Victorian School Building Authority on:

- Phone: [1800 896 950](tel:1800896950)
- Email: vsba@education.vic.gov.au