



Enrolment Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the administration office.

Purpose

To provide an efficient process of enrolment that satisfies the needs of both students and the school facilities capacity. This policy sets out requirements for entry into Victorian government schools, including admissions, enrolments, the placement of students and transfers between schools.

Information

Under the Education and Training Reform Act 2006 (Vic):

- 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) and may be enrolled at another school subject to sufficient accommodation (section 2.2.14).

Policy

Eligibility to enrol in a Victorian government school

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 Regulations 2017 (Vic)

For information on school age requirements, including exceptions and exemptions, see the chapter in these Guidelines on [School age requirements](#).

Designated neighbourhood school - school zones

Eligible children and young persons have the right to be admitted to their designated neighbourhood government school, regardless of capacity.

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.

The specifically designated neighbourhood school is defined as the school which is nearest to the student's permanent residential address defined as straight line distance (front gate to front gate, unless otherwise determined by the Regional Director). A rental agreement or contract of sale, in addition to two further forms of official documentation, will be required for proof of residence.

Age requirements

Students enrolling for prep must have turned 5 years of age by the 30th April of that year. Parents seeking early age entry for their children must make a written application to the Regional Director.

Enrolment Capacity

Aitken Creek Primary School has an official ceiling for enrolments, capped at 1200 students. Should enrolments reach the maximum level according to the facilities schedule of students at any time, further requests for enrolments will be refused on the grounds that the school has reached its maximum capacity as per the Facilities Schedule and the site's facilities ceiling. Ongoing monitoring of enrolment numbers will be performed informing school decisions in relation to this area.

Enrolments will be accepted under the following priority order:

1. students for whom the school is the designated neighbourhood school
2. students with a sibling at the same permanent address who are attending the school at the same time
3. where the Regional Director has restricted the enrolment, students who reside nearest the school
4. students seeking enrolment on specific curriculum grounds, where it is not provided by the student's nearest government school
5. all other students in order of closeness of their home to the school.

Students wishing to enrol at our school from a neighbouring school after February census will be able to do so on the condition that there are spaces available at the particular year level and they meet enrolment criteria as stated above.

Other enrolment requirements

Students enrolling at our school will be required to provide a birth certificate. Where a birth certificate cannot be produced, other acceptable evidence of a student's full name and date of birth includes a passport, citizenship documents or Australia visa documents or [Immicard](#).

Parents must provide:

- an Immunisation History Statement for their child from the Australian Immunisation Register

Parents or carers must provide an Immunisation History Statement for their child from the Australian Immunisation Register to the school regardless of whether the child is or is not immunised. *Note: Homeopathic immunisation is not a recognised form of immunisation, and therefore cannot be listed on an immunisation status certificate.*

Prospective students will not be prevented from enrolling in primary school if they have not been immunised. Collecting Immunisation History Statements will assist health authorities in protecting students in the event of a vaccine-preventable disease occurrence at the school. An unvaccinated student may be excluded from school for a period of time.

Information regarding the enrolment of overseas students can be obtained from the International Education Division on (03) 9637 2990 or the International Student Program website www.study.vic.gov.au. Acceptance of students who are part of the International Student Program will be subject to school enrolment capacity.

Students with Disabilities and Impairments will be enrolled along with all other eligible children. When deciding the terms of enrolment all avenues will be explored in order to make the transition most effective.

All enrolments will require the completion of the Department of Education and Training 'Confidential Student Information Enrolment Form', together with proof of birth and immunisation records prior to commencement date.

Transfer of information to ACPS

The administration staff will contact the previous school of transferring students to arrange a transfer note.

Students will be allocated to classes according to a combination of class size and student needs.

Further information and resources

Related Department of Education and Training policies:

- [DET Enrolment Placement Policy](#)
- [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](#)
- [Transition — Year 6 to 7](#)
- [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 \(Vic\)](#)

Policy Review and Approval

Policy last reviewed	26th March 2024
Approved by	Principal
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