

ENROLMENT POLICY

PURPOSE:

A smooth transition enables newly enrolled students to become part of our school with a minimum of disruption and maximum support.

SCOPE:

For Goonawarra School to admit all children of school age if we are their designated neighbourhood government school unless an approved alternative placement has been arranged. Schooling is compulsory for students aged from 6 – 17 years unless an exemption from attendance has been granted.

GUIDELINES:

Before admitting a student; schools must:

Collect relevant admission information

Obtain a completed enrolment form

Provide a privacy notice to the enrolling parent explaining the use to be made of admission information.
For sample notices see: Privacy within Department resources

Collect and record an immunisation status certificate – primary students.

IMPLEMENTATION:

For admission, all applicants must be:

- An Australian citizen, or a student with relevant specified visas or [immicard](#) see: Vic Gov't Schools - *International Student Program*
- Deemed eligible and approved for enrolment by the Principal or relevant Regional Director.

Information required for admission:

Enrolment forms are available on [CASES21](#) and must include:

- For applicants who are Australian-born, a birth certificate showing date of birth or equivalent and for non-Australian-born, a passport or travel document such as a visa. (Note: evidence of date of birth can be official, such as a birth certificate or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age).
- Names and addresses of the student and enrolling parent or carer
- Details of medical and other conditions that may require special consideration
- Emergency contacts and telephone numbers, including a nominated doctor
- The name of the previous school and the student's current year level, where students transfer from another school.

Immunisation status certificate – primary students:

Schools are required to:

- Request information from parents on the immunisation status of each child, i.e. primary student, prior to enrolment i.e. official immunisation status certificate. The immunisation status certificate can be obtained from the local municipal council, Australian Childhood Immunisation Register or General Practitioner.
- Take a copy of the sighted document and record information on the immunisation status of each enrolled child.

Parents or guardians must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised.

Collecting immunisation status certificates 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.

Early age entry:

Early age entry or exemption from the minimum age requirements must be:

- requested in writing to the school by their parent/carers
- considered by the Principal, who must make a written recommendation for consideration by the Regional Director
- forwarded to the relevant Regional Director, with all supporting documentation attached, via email
- assessed by the Regional Director, who must consider eligibility, the Principal's recommendation and all other relevant circumstances, and make a decision regarding the application
- approved or not approved in writing by the relevant Regional Director. The regional office should notify both the parent and school of the decision in a timely manner.

To be eligible for an exemption from the minimum age requirements a child must meet both of the following criteria:

- the child possesses suitable academic ability; and
- it is in the child's best interests to be enrolled at or attend a government school.

Applications that do not address the requirements for both criteria will not be eligible for approval.