



ENROLMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the School Office.

PURPOSE

This policy sets out requirements for entry into Victorian government schools, including admissions, enrolments, the placement of students and transfers between schools. Children of school age have the right to be enrolled at Ascot Vale Heights School if they receive funding through the 'Program for Students with Disabilities' under the criteria of Intellectual Disability. Students who live within Ascot Vale Heights School's designated bus zone are eligible to utilise buses.

Victorian government schools must refer to the Enrolment in a Victorian Government School Guidelines, for details on:

- age eligibility, including exceptions and exemptions from the maximum and minimum school age requirements and processes
- determining designated neighbourhood school areas and zones
- Department policy requirements relating to placement of students (Placement Policy) and enrolment management
- enrolment appeal processes and requirements
- determining permanent residence of students and families
- required documentation and information when enrolling students
- transfers between schools
- concurrent enrolment for students entering youth justice or secure welfare.

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

OVERVIEW

Under the Education and Training Reform Act 2006 (Vic) (the Act), 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 of the Act) and may be enrolled at another school subject to sufficient accommodation (section 2.2.14 of the Act).

SPECIFIC INFORMATION FOR ENROLMENT AT ASCOT VALE HEIGHTS SCHOOL

- before entering Ascot Vale Heights School, students will need to be assessed by a qualified educational psychologist to assess eligibility to attend Ascot Vale Heights School.
- students attending Ascot Vale Heights School receive funding through the 'Program for Students with Disabilities' under the criteria of Intellectual Disability. Students who receive this funding are eligible to attend Ascot Vale Heights School. Supporting documentation such as reports from Speech Pathologists, Occupational Therapists, Physiotherapists, Psychiatrist, Doctors, Optometrists, Audiologists, previous assessments and school reports are vital to support the application for funding.
- once eligibility and enrolment has been established the student will participate in a transition and orientation program to suit their needs.

FAIRNESS AND EQUITY

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 factors for placement decisions. This ensures schools enrol students in a way that is fair, equitable and lawful.

Further information about fair, equitable and lawful enrolment practices is available at:

- Disability Standards for Education
<https://www2.education.vic.gov.au/pal/students-disability/policy?Redirect=1>
- Help for students who can't attend school due to disability and complex health care needs
<https://www.education.vic.gov.au/school/teachers/learningneeds/Pages/homebased.aspx>

DESIGNATED NEIGHBOURHOOD SCHOOLS — SCHOOL ZONES

The designated neighbourhood school (school zone) is usually the school that is nearest the student's permanent residence, unless the regional director:

- needs to restrict new enrolments at a school
- has designated the neighbourhood boundaries for the school

School zones are generally determined by the nearest school by straight line distance in metropolitan areas and major regional cities, or the nearest school by shortest practical route in regional areas.

The straight line is used in metropolitan areas and major regional cities because it is generally the most reliable method for determining the 'closest' school.

ENROLMENT PROCESS — DOCUMENTATION AND OTHER REQUIREMENTS

Schools must:

- enrol eligible students, who are new to the Victorian government education system under the name contained in the documents supporting their admission, primarily their birth certificate
- keep copies of sighted documents (note: for primary students this includes an Immunization History Statement from the Australian Immunization Register)
- verify changes to student enrolment names
- maintain and update student details obtained on enrolment

- provide new families with a privacy collection notice upon enrolment and keep all information confidential and managed in accordance with the Department’s privacy policy and Victorian privacy laws. Refer to Privacy and Information Sharing for the template Privacy Collection Statement

<https://www2.education.vic.gov.au/pal/enrolment/guidance/enrolment-process-documentation-and-other-requirements>

COMMUNICATION

- Available publicly on our school’s website
- Discussed in an annual staff briefing/meeting

RELATED POLICIES AND RESOURCES

OTHER RELEVANT POLICIES AND DOCUMENTS

Eligibility to enrol in a Victorian government school

<https://www2.education.vic.gov.au/pal/enrolment/guidance/school-age-requirements>

Placement Policy

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

Determining permanent residence

<https://www2.education.vic.gov.au/pal/enrolment/guidance/determining-permanent-residence>

Concurrent enrolment process (youth justice and secure welfare)

<https://www2.education.vic.gov.au/pal/enrolment/guidance/concurrent-enrolment-process-youth-justice-and-secure-welfare>

Student transfers between schools

<https://www2.education.vic.gov.au/pal/enrolment/guidance/student-transfers-between-schools>

Program for Students with Disabilities – Operational Guidelines for 2021

POLICY REVIEW AND APPROVAL

Policy last reviewed	1/4/2021
Consultation	April school council meeting
Approved by	Principal
Next scheduled review date	1/04/2024