



ADMISSION POLICY

Rationale

- 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.
- Principals have the responsibility to ensure eligibility and approve the admission of individuals who are at least five years of age by 30 April of the year of enrolment.
- Principals also have the responsibility to approve the admission of individuals who are under the minimum enrolment age but will attend a transition program where the aim is to prepare pre-schoolers for primary school.
- Regional Directors have the responsibility to determine eligibility and approve the admission of individuals who are under the minimum age for enrolment. Such requests must be in writing and also have the approval of the receiving Principal where students are transferring from an interstate school and provide evidence of previous enrolment and full time school attendance.
- The Regional Director will only grant early entry in exceptional circumstances.
- 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 Newport Lakes Primary School complies with DET's 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*
 - *Family Law Act 1975*

Implementation

- A signed enrolment form as per the Enrolment Policy must have been completed. This includes the collection and recording of the immunisation status certificate. Please see below.
- Signatories may be the parent as defined in the Family Law Act 1975, both parents for parents who are separated or a copy of a relevant court order, an informal carer.
- If consent is disputed, the Principal and staff will avoid becoming involved, not favour one parent, act sensitively and at all times in the best interests of the student and the school community. For more information, please refer to the school's Parent Responsibilities (Decisions about Children) Policy.
- 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 refer to Privacy within Resources at the website below.
- 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.

- Admission may be deferred for up to five days.
- On admission the school will consider the following in determining a student's school readiness:
 - entry assessment from kindergartens;
 - informal observations to assess development, literacy and numeracy and academic and social needs.

Immunisation

The school will 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.

The school will 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. 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 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.

- For further information on special admissions e.g. under age entry, please refer to the website below.
- Please refer also the school's *Enrolment Policy, Immunisation/Exclusions (infectious Diseases) Policy, Information Privacy Policy, Transfers Policy, Parental Responsibilities (Decisions about Students) Policy* and the *International Student Program Policy*.

Evaluation

- This policy will be reviewed as part of the school's review cycle or if guidelines change (latest DET update late January 2016).

This policy was ratified by School Council on March 2016

Reference:

www.education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx