



ENROLMENT POLICY 2026 - 2030



Help for non-English speakers

If you need help to understand the information in this statement, please contact the Watsonia Heights Primary School Office on (03) 9435 4617.

AIM

For Watsonia Heights Primary School to admit all children of school age if we are their designated neighbourhood government school at the beginning of the school year, unless an approved alternative placement has been arranged.

PRINCIPLES

The core principles of this Enrolment policy and the Department of Education's 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.
- **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.
- **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.

For further information regarding the Department of Education's Enrolment Policy, please visit <https://www2.education.vic.gov.au/pal/enrolment/policy>.

GUIDELINES

Enrolment

To enrol in a Victorian government school, an applicant must:

- be an Australian citizen, or a student with relevant specified visas or Immicard. For further information regarding the International Student Program, please visit <https://www2.education.vic.gov.au/pal/international-student-program/policy>.
- meet the age eligibility requirements set out in these Guidelines (based on the requirements set out in the Education and Training Reform Act (2006) and Education and Training Reform Regulations 2017 (Vic).
- Deemed eligible and approved for enrolment by the Principal or relevant Regional Director.



Fairness and equity

School enrolment practices at Watsonia Heights Primary School 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.

Further information about fair, equitable and lawful enrolment practices, please visit:

- Disability Standards for Education - <https://www2.education.vic.gov.au/pal/students-disability/policy>
- Support for students with high care needs - <https://www.vic.gov.au/support-students-high-care-needs>

School age requirements and age exemptions

Except in very specific circumstances, schooling is compulsory for children who have turned 6 until they turn 17. This applies to students at all schools including mainstream, specialist, and government English language schools or centres. For further information regarding enrolment and attendance exemption categories and processes, please visit <https://www2.education.vic.gov.au/pal/exemption-school-attendance-and-enrolment/policy>.

Responsibility for assessing and approving school age eligibility requirements

Watsonia Heights Primary School's Principal is responsible for assessing eligibility and approving the enrolment of individuals who:

- are of compulsory school age (from when they turn 6 until they turn 17)
- fall within an exception under the Regulations.

The minister or delegate (such as the Regional Director) is responsible for assessing and granting exemptions from the minimum and maximum school age requirements.

Exceptions to the minimum age requirements

A child who is 5 years old or over by 30 April in the year of enrolment may:

- be enrolled at a government school
- attend a government school
- be enrolled in, attend, or participate in the following program or course offered by or conducted at a government school:
 - a course of primary education
 - a program or course approved in writing by the minister.

A child who is under 5 years of age at 30 April of the year of enrolment may enrol in or attend a government school for the purposes of attending:

- short-term prep transition programs in primary schools that prepare pre-schoolers for primary school



- early education programs in special developmental schools (as approved by the Minister).

For further information regarding age eligibility requirements, please visit <https://www2.education.vic.gov.au/pal/enrolment/guidance/school-age-requirements>.

School Zone

Watsonia Heights Primary Schools's school zone is available on www.findmyschool.vic.gov.au which provides the most up-to-date information on school zones in Victoria. Students living within our school zone are guaranteed a place at our school. This is determined based on your child's permanent address. For further information about our school zone, please contact our Front Office. For more information about our school zone, please contact our Front Office or visit the School Zones website <https://www.vic.gov.au/school-zones>.

Watsonia Heights Primary School manages enrolments using the Department of Education's Placement Policy. This is done to ensure that students can enrol in their local school or enrol at another school if there is a place available. For further information about the Placement Policy, please visit <https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>.

Permanent Address

A student's permanent address is the place at which they live at the time of seeking enrolment. If a student lives at multiple addresses, their permanent address is the place at which they spend most of their weekdays. If a student spends an equal amount of time at multiple addresses, any one of these addresses can be used as their permanent address when enrolling. This does not mean that a student can be enrolled at multiple local schools, rather that the student is entitled to enrol in the local school of the chosen address. The final choice of which school the student attends rests with the parents and carers of the prospective student.

When assessing enrolment applications, Watsonia Heights Primary School may request that parents and carers provide supporting documentation to assist them in verifying a prospective student's permanent address. Supporting documentation may include copies of rental agreements, exchanged contracts of sale, other official documentation that demonstrates a permanent address or a statutory declaration.

For further information about permanent address documentation, please visit <https://www2.education.vic.gov.au/pal/enrolment/guidance/determining-permanent-residence>.

Enrolment Restrictions

Designated neighbourhood government schools (referred to as 'local schools') are responsible for managing their enrolments in line with the Department of Education's Placement Policy. Effective enrolment management helps manage demand across the government school network and helps to ensure that every student can enrol at their local school. Enrolment management supports schools with planning for current and future enrolments and to remain within capacity where possible. Enrolment management also helps the department to improve student distribution and to prioritise additional accommodation for schools with high local demand.

In some cases, the Department will provide schools with an enrolment restriction in the form of an enrolment management implementation plan (EMIP). EMIPs are applied to schools that require support to address enrolment demand, and to encourage improvements in student distribution and the effective use of building infrastructure. For further information regarding enrolment restrictions, please visit <https://www2.education.vic.gov.au/pal/enrolment/guidance/restricting-enrolments>.



Appealing enrolment decisions

Parents and carers can appeal against a school's decision not to offer their child a place at the school. This can occur at any year level from Foundation to Year 12, when enrolling for the first time in a Victorian government school, or when seeking a transfer from one government school to another. This may also include students moving from non-government schools. For further information regarding appealing an enrolment decision, please visit <https://www2.education.vic.gov.au/pal/enrolment/guidance/appealing-enrolment-decision>.

Application and Enrolment Forms

The Department of Education supports Victorian government schools to maintain a fair and transparent enrolment process by providing a standardised application form and enrolment form that are completed in 2 stages:

- Stage 1: Application form – captures enrolment expressions of interest from parents/carers.
- Stage 2: Enrolment form – captures detailed student information once there is a confirmed placement offer from the school.

Watsonia Heights Primary School collects personal information about students and their family as part of the enrolment process. This process requires parents/carers to complete an enrolment form and provide supporting documents. These documents are used to confirm student information and provide appropriate support when they start school. The school then inputs this information into CASES21 as the department's official system of record and requests that parents/carers validate it twice a year.

For further information regarding application and enrolment forms, or personal information collected, please contact our Front Office and visit <https://www2.education.vic.gov.au/pal/enrolment/guidance/application-enrolment-forms>.

Foundation (Prep) Enrolment Timeline

Each year, the Department of Education releases the statewide Foundation (Prep) enrolment timeline to Victorian government primary schools in mid-late Term 4. The timeline includes key dates, activities and an overview of responsibilities to help schools plan for their Foundation enrolments. Please refer to the Department of Education's policy website regarding the timeline for Foundation (Prep) enrolment each year: <https://www2.education.vic.gov.au/pal/enrolment/guidance/foundation-prep-enrolment>.

Student transfers between schools

Parents/carers are entitled to request a transfer between schools. When a Victorian government school student has been accepted at another Victorian government school, the transferring school will provide the student's information to that next school. For further information regarding student transfers between schools, the transfer approval process and student information, please visit <https://www2.education.vic.gov.au/pal/enrolment/guidance/student-transfers-between-schools>.



IMPLEMENTATION

Enrolment Process:

Before enrolling a student, Watsonia Heights Primary School 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; and
- Collect and record an immunisation status certificate (for Primary School students).

Information required for enrolment:

- 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 guardian
- Details of medical and other conditions that may require special consideration
- Emergency 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 Certificates (Primary Students):

Watsonia Heights Primary School is 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. 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.

Early Age Entry Documentation

Early age entry must be:

- Requested in writing to the Regional Director by parent/guardians
- Approved in writing by the Regional Director



- Approved by the Principal, where students are transferring from an interstate school to a Victorian government school, and on receipt of evidence (to their satisfaction) of previous enrolment and full time school attendance.

Note: The regional director will only grant early entry in exceptional circumstances when there are strong grounds for believing long-term educational disadvantage would otherwise occur.

On admission schools consider the following in determining a student's school readiness:

- Entry assessment from kindergarten;
- Informal observations to assess development, literacy and numeracy and academic and social needs.

Principals have the responsibility to ensure eligibility and approve the admission of individuals who:

- Will attend Early Education Programs in special developmental schools
- Are of compulsory school age, those aged between 6 and 17 years who are at least 5 years of age by 30 April of the year of enrolment.

RELATED POLICIES

If you require further information regarding enrolment, please refer to the following Department of Education policies related to enrolment:

- 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

To access these policies, please visit <https://www2.education.vic.gov.au/pal/enrolment/policy>.

RELEVANT LEGISLATION

Legislation relevant to enrolment includes:

- 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)

To access this legislation, please visit <https://www2.education.vic.gov.au/pal/enrolment/policy>.



POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2026
Ratified by School Council	10 August 2026
Approved by	Tony Ryan, Principal on 10 August 2026
Next scheduled review date	July 2030