



Help for non-English speakers

If you need help to understand the information in this policy, please contact the School Office on 88239500

Policy

This policy sets out requirements for entry into Victorian government schools, including admissions, enrolments, the placement of students and transfers between schools.

Details

This Enrolment Policy and the mandatory Enrolment in a Victorian Government School Guidelines, is available at: <https://www2.education.vic.gov.au/pal/enrolment/guidance>

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).

Victorian government schools must refer to the Enrolment in a Victorian Government School Guidelines (refer to Guidance tab), 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
- enrolment in specialist schools
- concurrent enrolment for students entering youth justice or secure welfare.

For policy and guidance on transition process and support for students moving from Year 6 to 7, refer to: <https://www2.education.vic.gov.au/pal/enrolment/guidance/year-6-to-7-placement>

For policy and guidance on exemptions from attendance and enrolment, refer to: Exemptions to School Attendance and Enrolment

Designated neighbourhood schools – school zones

All government primary and secondary schools have a school zone. A school zone defines an area's designated neighbourhood government school. Every Victorian student has a legislated right to enrol at their designated neighbourhood government school (local school).

For students residing in metropolitan Melbourne, Ballarat, Bendigo or Geelong, their local school is usually the nearest government school in a straight line from the student's permanent address. In all other areas of Victoria, it is the nearest school by the shortest practical route, recognising the additional travel distances often experienced in regional settings.

Some school zones need to align with geographical and structural barriers such as rivers and freeways, however, a main road is not usually considered to be a barrier to accessing a school.

Schools that face particularly high enrolment demand may require a restricted zone to be put in place by the Minister for Education (or delegate), to help the school continue to meet the needs of its local community. This sometimes reduces the area for which it is a local school.

If a restricted zone is in place, then the zones from surrounding schools are adjusted to ensure that all children are designated a local school. For more information about enrolment management, refer to the Placement Policy.

The department reviews school zones on an annual basis. Zones may be adjusted to reflect new schools, changing provision at existing schools or to address changing student demand.

Our school zone is available on [Find my School](#) which hosts the most up-to-date information on school zones in Victoria.

Students residing within our school zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address.

Our school manages enrolments using the Placement Policy to ensure that students have access to their designated neighbourhood school and may enrol at another school, if there are available places.

For more information, you can:

- visit [School zones | Victorian Government \(www.vic.gov.au\)](#) for answers to frequently asked questions

School zones

- [Find my School](#) – a website for schools and families to determine designated neighbourhood schools and their zones across Victoria

Related policies

- 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)

Contacts

For support with specific enrolment queries, schools may contact the relevant area executive director in the applicable regional office. Refer to Office locations for specific contact details for a particular regional office.

For general queries or feedback about this Enrolment Policy please contact the School Provision and Establishment Division via the Victorian School Building Authority on:

Tel: 1800 896 950

Email: vsba@education.vic.gov.au

POLICY REVIEW AND APPROVAL

Policy last reviewed	21 st November 2022
Approved by	Principal
Next scheduled review date	21 st November 2026

IMPLEMENTATION GUIDE

Compulsory for all Victorian government schools?	Approval by school council?	Recommended communication	Recommended review cycle

Mandated only for specialist schools and schools with specialised programs	No	DET policy requires annual communication and placement of policy on website or otherwise be easily accessible to parents/carers	3-4 years
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