



Enrolment Policy

Date of Policy:

Date of last major review:

Date of next major review:

CONTENTS:

Definition

Procedure

Age eligibility and approval requirements

Information required for admission

Parent Responsibilities

Definition

Children of school age have the right to be admitted to their designated neighborhood government school at the beginning of the school year unless an approved alternative placement has been arranged.

Procedure

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.

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas, see: [International Student Program](#)
- deemed eligible and approved for enrolment by the principal or relevant regional director.

Age eligibility and approval requirements

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. For exemption categories and process see: Attendance

The following arrangements apply to new enrolments that either:

- can be made by principals without further approval, or
- require regional office or other approval.

Information required for admission

Enrolment forms are available on CASES21 and must include:

- date of birth (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 see: [Transfers](#)

The table below outlines further information required for admission.

Further Requirements	Description
	<p>The signature of:</p> <ul style="list-style-type: none">• parent as defined in the <i>Family Law Act 1975</i> Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.• both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school• an informal carer, with a statutory declaration. Carers:<ul style="list-style-type: none">- may be a relative or other carer- have day-to-day care of the student with the student regularly living with them- may provide any other consent required e.g. excursions.
Consent	

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

Further Requirements

Description

For more information on informal carer status see: Commission for Children and Young People

Where consent is disputed

When (parent) consent is disputed principals and staff should:

- avoid becoming involved
- avoid favouring one parent
- act in accordance at all times with the best interests of the student and the school community
- act sensitively and realise that a resolution, satisfactory to both parents, may not be possible.

For more information on enrolment where there is disputed parental consent, see: [Decision Making Responsibilities for Students](#)

For applicants who are:

Identification and student name

- Australian-born, a birth certificate or equivalent
- non-Australian-born, a passport or travel document such as a visa.

Schools are required to:

Immunisation status certificates - primary students

- 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.

Further Requirements

Description

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.

Parents or guardians of secondary student applicants are not required to provide an immunisation status certificate.

For more information on:

- immunisation in primary and secondary schools, see: [Immunisation](#)
- maintaining and using immunisation records see: [Enrolment](#)
- the Department of Health's fact sheet, [Starting Primary School?](#)

Incomplete admission information

This table outlines the principal's options when admission information is incomplete.

The principal may defer admission of a student for up to 5 days

provided that the principal

- requests that the enrolling parent or guardian provide the missing information
- advises the parent or guardian they are legally responsible for ensuring a child of school age attends school.

conditionally enrol the student:

- if the information is not provided after 5 days and
- further delay in enrolling the student is likely to affect the student's education and wellbeing.

Parent Responsibilities

- Parent will update student details when changes occur throughout the year.
- This is to ensure they are contactable at all times for emergency management procedures.