

St Albans East Primary School

Enrolment Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact 9366 2071.

BACKGROUND

By law in Victoria all children from the age of 6 up until they turn 17 years must be enrolled at a registered school or registered for home schooling unless they have a reasonable excuse. School participation maximises life opportunities for children and young people by providing them with a comprehensive educational program and access to support networks. It also helps to develop important skills, knowledge and values that set them up for further learning and active participation in their local community.

St Albans East Primary School is registered as a mainstream school and has a designated neighbourhood zone. St Albans East Primary School also hosts the

Western Metropolitan Regional Deaf Facility, which is registered as a specialist campus, catering for the specific learning needs of deaf and hard of hearing children.

PURPOSE

The purpose of this policy is to specify the enrolment criteria for students seeking enrolment at St Albans East Primary School and the evidence required to support applications for enrolment.

SCOPE

This policy applies to:

- students seeking enrolment under the Mainstream Provision who reside within or outside the school's zone; and
- students seeking enrolment under the Specialist Provision for deaf and hard of hearing students.

ENROLMENT CRITERIA

The following enrolment criteria have been specified and approved by the Regional Director, South Western Victoria Region (as the Minister's delegate), under section 2.2.16(b) of the Education and Training Reform Act 2006 (Vic).

All enrolments at St Albans East Primary School are subject to the provision of documentation and other requirements consistent with the Department of Education and Training's [Enrolment policy process](#).

All children who are at least 5 years of age by 30 April of the year of enrolment are eligible to apply to attend the school program at St Albans East Primary School.

Mainstream Provision

Students of school age who permanently reside within the school's zone are eligible to enrol at St Albans East Primary School under the Mainstream Provision. In these circumstances, the Department's [Enrolment Policy](#) for designated neighbourhood schools applies.

The [Find My School website](#) provides guidance on which school zone a student's permanent residence is located within.

Students are able to apply for a place at St Albans East Primary School if they are outside the zone for the school. Students outside of the zone who seek enrolment at St Albans East Primary School will be enrolled if there is sufficient accommodation at the school, or if the request for enrolment aligns with the school's Specialist Provision.

See 'Priority Order of Placement' below for the enrolment selection process where there are insufficient places for all students who seek entry.

Specialist Provision

Enrolment under the Specialist Provision prioritises entry to St Albans East Primary School's Deaf Facility for deaf and hard of hearing students that meet the specialist enrolment criteria.

Students seeking to enrol under the Specialist Provision must provide:

- a) a current audiogram or Cochlear Implant Clinic report less than 12 months old with a written statement from a qualified audiologist

Students must also provide an original birth certificate – school staff will arrange for a copy to be taken and kept on the school file. Families may discuss alternative documentation with the principal where a birth certificate is not available.

Applications from students who do not meet the above criteria will be considered on a case-by-case basis by the region, in consultation with the Principal, in consideration of the student's education and support needs. The Department regional offices also play a role in supporting specialist schools with enrolment processes.

NOTE: Enrolment applications may not be successful if the requested documentation is not provided or invalid.

PRIORITY ORDER OF PLACEMENT

All students who permanently reside within the school's zone are guaranteed a place.

Mainstream Provision

Students seeking enrolment under the Mainstream Provision who reside outside the zone will be considered in line with the Department's [Placement Policy](#) for designated neighbourhood schools.

This specifies that, in circumstances when St Albans East Primary School may not be able to accept all applications due to existing or future capacity concerns, schools must manage enrolment applications in accordance with the following priority order of placement:

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who is attending the school at the same time.
3. Where the Regional Director has restricted the enrolment, students who reside nearest the school.
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school.

Specialist Provision

In circumstances where the school may not have sufficient accommodation to accept all applications from eligible students for specialist provision, the school will manage enrolment applications in accordance with the following priority order of placement:

1. Students with a sibling at the same permanent address who are attending the school at the same time.
2. Students who reside nearest to the school.

Under both the Mainstream and Specialist Provision, schools must ensure that all applicants eligible under the first criterion have been offered a place before moving to consideration of the second criterion.

Students residing in the zone who meet the eligibility criteria for the Specialist Provision will count towards the total number of places available in the specialist capacity.

Any remaining places in the Specialist Provision will be available for students from outside the zone who meet the eligibility criteria.

Enrolment on compassionate grounds

In exceptional circumstances, the Regional Director of the South Western Victorian Region may approve a student enrolment at St Albans East Primary School based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Further advice and support when considering applications on compassionate grounds is available on the [Policy and Advisory Library](#) and from regional staff.

APPEAL PROCESS

Parents/carers can appeal against the decision not to approve an enrolment. This can occur in relation to enrolments at any age level. Parents or carers seeking to appeal St Albans East Primary School's enrolment decision should lodge a written appeal with the school. The school will contact parents/carers with further information after an appeal is lodged.

If this appeal is unsuccessful and parents or carers are not satisfied that their appeal has been adequately considered, they are able to escalate the appeal to the Regional Director South Western Victoria, via:

- Phone: [1300 333 232](tel:1300333232)
- Email: swvr@education.vic.gov.au

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Discussed at staff briefings/meetings
- Discussed at parent information nights/sessions as required
- Hard copy available from school administration upon request

MORE INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- [Attendance](#)
- [Enrolment](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2022
Approved by	Principal
Next scheduled review date	December 2024

