



OVERPORT PRIMARY SCHOOL

Admission Policy

This policy is to be read in conjunction with the Enrolment policy.

RATIONALE

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. Refer to the Find My School website: <https://www.findmyschool.vic.gov.au/>

PURPOSE

To ensure schools admit all eligible students.

IMPLEMENTATION

This policy was last updated on March 2021 and is scheduled for review in February 2023.

- Before admitting a student we 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.
 - have the signature of both parents for parents who are separated, or a copy of the court order where there is likely to be with any impact on the relationship between the family and the school
- 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](#)

For applicants who are:

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

The following arrangements apply to new enrolments that either:

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

Principal responsibility

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

- are at least 5 years of age by 30 April of the year of enrolment
- meet the following categories, to which the age requirements do not apply:
 - are under minimum enrolment age seeking to attend, and eligible for, prep transition programs in primary schools, where the aim of the program is to prepare preschoolers for primary school
 - have had their schooling temporarily interrupted in the previous school year, due to pregnancy, illness, an accident or some other event, and require an extra year
- are seeking to enrol in:
 - Distance Education Centre of Victoria programs not subject to regional office approval
 - programs designed to re-engage people in the education process, such as initiatives targeting young mothers
 - mainstream school programs designed for refugees or those who have recently arrived in Australia
 - may other mainstream school program designed to assist disadvantaged groups or students at risk of not completing an accredited senior secondary course.
 - are enrolling in an English language government school or centre

Regional Director Responsibility:

Regional Directors have the responsibility to determine eligibility and approve of the admission of individuals who:

- are under the minimum age for enrolment (all schools including specialist) see: [Early Age Entry](#)
- are above the maximum age for enrolment in mainstream government primary schools
- are above the maximum age and are seeking enrolment and funding for Program for Students with Disabilities (managed in consultation with Student Wellbeing and Engagement Division in relation to PSD funding the school may receive to support student/s)

Early age entry:

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.

Information required for admission

Enrolment forms for Overport Primary School are available on our website or from the school office. and 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](#)

Further Requirements

Further information required for admission can be found on the department's website:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.asp>

COMMUNICATION

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

- Available publicly on our school's website
- Notifications on Compass
- Throughout the Overport Newsflash
- Included in staff induction processes
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs

POLICY REVIEW CYCLE AND APPROVAL

Policy last reviewed	19 May 2023
Consultation	Consultation on this policy is mandatory. Consulted with school council on 19 May 2023.
Approved by	Principal
Next scheduled review date	May 2025 Please note: the mandatory review cycle is 2 years