



# Thomastown Meadows Primary School Enrolment Management Policy

**HONESTY EMPATHY RESPECT**

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## Purpose

Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year (or when relevant) unless an approved alternative placement has been arranged.

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.

A person who is not of compulsory school age may not enrol in or attend a government school unless:

- the person falls within an exception to the age eligibility requirements set out in the Education and Training Reform Regulations 2017 (Regulations) or
- the person is granted an exemption from the age requirements in the Regulations

Enrolment forms are available on CASES21 and must be completed for students enrolling in a Victorian government school for the first time.

## Policy

Before admitting a student, schools must:

- **for students transferring from another Victorian government school**, import student information using CASES21; and provide parents with the Student Enrolment Information Form for validation of student information
- **for students who are new to the government system**, obtain a completed enrolment form.
- Thomastown Meadows Primary School annually updates the Cases 21 DET contact detail forms accordingly with the guidelines.

When enrolling at Thomastown Meadows Primary School the following documentation will be provided to families:

- Student Enrolment Form
- Alternative Enrolment Form to be provided for families that are split
- Additional Enrolment Form to be provided for families that are split

Thomastown Meadows Primary School based forms are as follows:

- Media Consent,
- Head lice Consent,
- Compass guidelines,
- Student Engagement Policy,
- Sunsmart Policy,
- Complaints Policy and
- Uniform Policy.

A copy of the Department Schools Privacy Policy is available on the schools website

DET Enrolment forms must include:

- date of birth (note: evidence of date of birth can be official, such as a birth certificate.
- names and addresses and telephone numbers of the students - parent or carer

- details of medical and other conditions that may require special consideration
- emergency telephone numbers, including a nominated doctor
- an Immunisation History Statement from the Australian Immunisation Register

For all students, schools must:

- collect relevant admission information
- collect and record an immunisation status certificate – primary students
- Birth Certificate – Proof of age
- the name of the previous school and the student's current year level, where students transfer from another school. Note: For students transferring from another Victorian government school, data can be imported using CASES21 (mandatory from July 2017).

For admission, all applicants must be:

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

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, social and emotional needs.

A child who is aged five years or over by 30 April of the year of enrolment may enrol in or attend a Government school if they are enrolling in or attending a:

- course of primary education
- course approved by the Minister
- preschool program conducted on Government school premises

The Principal will contact Principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to confirm eligibility and to discuss any academic or behavioural matters.

- The Principal has the authority to defer admission for one school day in order for enquiries to the previous school to be carried out to ensure all information is obtained to support a successful transition
- Families will need to provide proof of residence to begin the enrolment process
- Students will be allocated to classes according to class size and/or student need

#### Evaluation

This policy will be reviewed as part of the school’s review cycle, at least once every three years.

#### Policy review

Policy written updated	School Council approved	Review date	Responsibility
17/02/2021	N/A	February 2025	Administration