

# Oatlands Primary School



## ENROLMENT POLICY

### PURPOSE

To outline the requirements for admission and enrolment at Oatlands Primary School. Enrolments are managed in accordance with Department of Education and Training (DET) guidelines.

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.

### SCOPE

This policy applies to all families/guardians seeking admission and enrolment of their children at Oatlands Primary School.

### POLICY IMPLEMENTATION

All children who are Australian Citizens, permanent residents or appropriate visa, and who are under eighteen years, have the legislated right to be enrolled at their designated neighbourhood government school at the beginning of the school year.

- A student's designated neighbourhood school is generally the school that is nearest the student's permanent address as determined by the school zone. The website <https://www.findmyschool.vic.gov.au> provides guidance on which school zone a student's permanent residence is located within.

For admission into the Preparatory Year students must be 5 years of age before the 30<sup>th</sup> April of the year of enrolment.

#### 1. Priority Order of Placement

- Students for whom the school is the designated neighbourhood school (closest government school to permanent place of residence) as determined by the Find My School website: <https://www.findmyschool.vic.gov.au>
- Students with a sibling at the same permanent address who are attending the school at the same time.

#### 2. Evidence of Permanent Residence

For the purpose of student enrolment in Victorian government schools, the Department considers permanent place of residence is the address at which a child permanently resides at the time of enrolment. If a child resides at multiple addresses, the child's 'permanent residence' is the address at which the child spends the majority of their weekdays.

To assist Oatlands Primary School in assessing your child's eligibility for enrolment, you may be required to provide original or certified copies of:

- Current lease or unconditional contracts of sale agreements;
- Council rate notices;
- Or other official documentation that demonstrates permanent residency at that address, such as driver's license or health care card.

### 3. Information required for admission

- All enrolments will require the completion of the DET Confidential Student enrolment form which is available from reception or printed from the OPS website. The enrolment form must be signed and dated by the parent/s or appropriate person.
- Eligible students must be enrolled under the name listed on the birth certificate.
- Original copies of the birth certificate must be sighted and copies of the sighted documents kept on file.
- A current Immunisation history statements is required as part of the enrolment process (available online from Medicare).

Please note:

Student enrolment forms will not be accepted unless they are accompanied by birth certificate and immunisation history statement.

Oatlands Primary School can change the name under which a student if enrolled if:

- New legal documentation with an amended name is provided, such as officially amended birth certificate, proof of adoption, or court order authorising another name.

#### FURTHER INFORMATION AND RESOURCES

- Attendance Policy

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)

Evaluation:

<b>Date reviewed and approved by School Council</b>	<b>May 2021</b>
<b>Due date for next review by School Council</b>	<b>April 2024</b>