

ENROLMENT POLICY

Meadows Primary School



Help for non-English speakers

If you need help to understand the information in this policy please contact Meadows Primary School 03 9309 2573.

Victorian government schools are **not** required to have local enrolment policies unless they are **specific purpose or specialist schools**.

Meadows Primary School Enrolment

Parents can access an enrolment form from the school office, or one can be sent or emailed to you upon request.

The school's website displays current payment arrangements in accordance with Department's Parent Payment Policy.

<https://www.meadowsps.vic.edu.au/page/167/Parent-Payments-&-Local-Policies>

Policy

This policy sets out requirements for entry into Victorian government schools, including admissions, enrolments, the placement of students and transfers between schools.

Our School Zone

Our school zone is available on findmyschool.vic.gov.au which hosts the most up-to-date information about Victorian school zones.

Meadows Primary School Zone is shown in the following link.

<https://www.findmyschool.vic.gov.au/#school=1552401>

Students residing in our school zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address.

The Department provides guidance through the [Enrolment: Placement Policy](#) to ensure that students have access to their designated neighbourhood school and the freedom to choose other schools, subject to facility limitations.

You can find more information and answers to frequently asked questions on the Department's website under [School zones](#).

Details

This Enrolment Policy and the mandatory Enrolment in a Victorian Government School Guidelines, available on the Guidance tab, combines the admissions, enrolment, placement and transfers policies into one clear and concise location for Victorian government schools.

Under the Education and Training Reform Act 2006 (Vic):

- 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.
- Every Victorian student has a legislated right to enrol at their designated neighbourhood school (section 2.2.13) and may be enrolled at another school subject to sufficient accommodation (section 2.2.14).

Victorian government schools must refer to the Enrolment in a Victorian Government School Guidelines (see Guidance tab), for details on:

- age eligibility, including exceptions and exemptions from the maximum and minimum school age requirements and processes
- determining designated neighbourhood school areas and zones
- Department policy requirements relating to placement of students (Placement Policy) and enrolment management
- enrolment appeal processes and requirements
- determining permanent residence of students and families
- required documentation and information when enrolling students
- transfers between schools
- concurrent enrolment for students entering youth justice or secure welfare.

For policy and guidance on transition process and support for students moving from Year 6 to 7, refer to: [Transition — Year 6 to 7](#).

For policy and guidance on exemptions from attendance and enrolment, refer to: [Exemptions to School Attendance and Enrolment](#).

Related policies

- [Attendance](#)
- [Decision Making Responsibilities for Students](#)
- [Exemptions from School Attendance and Enrolment](#)
- [Expulsions](#)
- [Home Schooling and Partial Enrolments](#)
- [Immunisation](#)
- [International Student Program \(ISP\)](#)

- [Privacy and Information Sharing](#)
- [Suspension](#)
- [Transition — Year 6 to 7](#)
- [Transition — Early Childhood to School](#)

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 \(Vic\)](#)

Contacts

For support with specific enrolment queries, schools may contact the relevant Area Executive Director in the applicable regional office. Refer to [Our office locations](#) for specific contact details for a particular regional office.

For general queries or feedback about this Enrolment Policy please contact the New Schools and Education Plans team, Victorian School Building Authority on:

Tel: [1800 896 950](tel:1800896950)

Email: vsba@education.vic.gov.au

POLICY REVIEW AND APPROVAL

Policy last reviewed	2021
Next scheduled review date	2024