



MACCLESFIELD PRIMARY SCHOOL

ADMISSION

POLICY



MACCLESFIELD PRIMARY SCHOOL

Rationale

To ensure schools admit eligible students.

Policy

Macclesfield Primary School bases its [Enrolment Policy on the Education Department of Victoria's](#) recommendations.

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.

For all students, schools must:

- collect relevant admission information
- provide a privacy notice to the enrolling parent explaining the use to be made of enrolment information. For sample notices see: [Privacy within Department resources](#)
- collect and record an [Immunisation History Statement - primary students](#)

Before admitting a student, schools must:

- if 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
- who are new to the government system, obtain a completed enrolment form

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas or [Immocard 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

Age eligibility and approval requirements

Compulsory school age

Under the Education and Training Reform Act 2006, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. For exemption categories and process see: [Attendance](#)

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 age regulations; or
- the person is granted an exemption from the age regulations.

What is the difference between an exception and an exemption?

- A person who falls within an exception automatically meets the age eligibility requirements to enrol in or attend a government school. If the principal is satisfied that the person meets the criteria for the exception, the principal cannot refuse to enrol the person on the basis of their age and the person will not be required to obtain an exemption from the Minister or their delegate.
- A person who does not fall within an exception may be eligible to apply for an exemption. Exemptions are granted at the discretion of the Minister, or Minister's delegate (which currently include Regional Directors). There is no automatic eligibility to enrol in or attend a government school.

Principal responsibility

Principals are responsible for assessing eligibility and approving the admission of:

- individuals who are of compulsory school age, i.e., those aged between 6 and 17 years; and
- individuals who fall within an exception under the Regulations

Individuals who fall outside of the compulsory school age may attend school only if they fall within an exception under the Regulations or are granted an exemption. There are exceptions for:

- children who are at least 5 years of age by 30 April of the year of enrolment, and are enrolling in a course of primary education; and
- certain categories of students aged 18 or over who are enrolling in or completing an accredited senior secondary course

These decisions can be made by the principal without further approval.

Exceptions to the minimum age requirements

A child who is aged less than 5 years old at 30 April of the year of enrolment may enrol in or attend a government school for the purposes of attending:

- short-term prep transition programs in primary schools that prepare pre-schoolers for primary school
- Early Education Programs in special developmental schools (as approved by the Minister).

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

To apply for a minimum age exemption for early entry to school, use the:  [Minimum Age Exemption - Early Entry to School Application \(docx - 51.45kb\)](#) form.

Exceptions to the maximum age requirements

Educational programs not subject to the age requirements

The age requirements set out in the Regulations do not apply to individuals who will attend programs conducted at a government school:

- outside school hours
- by Registered Training Organisations or other bodies that are separate from the school.

The Minister or (if the Minister has delegated power) a Regional Director may grant an individual an exemption from the minimum and maximum age regulations in limited circumstances. An individual is eligible to apply for an exemption if they meet the criteria set out below. Eligibility does not guarantee that an exemption will be granted.

Exemptions from the minimum and maximum age requirements are the exception rather than the norm. This should be considered when considering enrolment decisions, such as beginning school, transitioning from primary to secondary school and planning for completing school or moving to other available settings.

Schools may not always be the most appropriate place for some children or young people. There are a range of age-appropriate settings available for children and young people, whether they may be early childhood services and settings or adult education options.

It is important that when considering applications for exemption from the age requirements a balance needs to be struck between the best interests of the child or young person and that of other students. This balance must be found for individual cases and circumstances, while also ensuring that the exemption process is consistently and fairly applied.

The following arrangements apply to enrolments that can be assessed and endorsed by principals but require relevant regional director approval.

Where a student is younger than 5 years of age on 30 April in the year of enrolment and does not meet one of the exceptions listed above, an exemption from the minimum age requirements is required.

Early age entry or exemption from the minimum age requirements must be:

- requested in writing to the school by their parent/carers
- considered by the principal, who must make a written recommendation for consideration by the regional director
- forwarded to the relevant regional director, with all supporting documentation attached, via email
- assessed by the regional director, who must consider eligibility, the principal's recommendation and all other relevant circumstances, and make a decision regarding the application
- approved or not approved in writing by the relevant regional director; the regional office should notify both the parent and school of the decision in a timely manner

To be eligible for an exemption from the minimum age requirements a child must meet both of the following criteria:

- the child possesses suitable academic ability; and
- it is in the child's best interests to be enrolled at or attend a government school

The signature of:

- student, if they are over 15 and living independently
- parent as defined in the Family Law Act 1975 Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
 - may be a relative or other carer
 - have day-to-day care of the student with the student regularly living with them
 - may provide any other consent required e.g. excursions.

Consent

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer. Note: Secondary students may complete parts of the form and co-sign.

Where consent is disputed

- When (parent) consent is disputed principals and staff should:
- avoid becoming involved
- avoid favouring one parent
- act in accordance at all times with the best interests of the student and the school community
- act sensitively and realise that a resolution, satisfactory to both parents, may not be possible.
- For more information on enrolment where there is disputed parental consent, see: [Decision Making Responsibilities for Students](#)

Student identification and name

- For applicants who are:
- Australian-born, a birth certificate or equivalent
- non-Australian-born, a passport or travel document such as a visa or [Immicard](#).

Schools are required to:

- request that parents provide them with an Immunisation History Statement for their child from the Australian Immunisation Register
- take a copy of all Immunisation History Statements and record information on the immunisation status of each enrolled child
- Parents or carers must provide an Immunisation History Statement for their child from the Australian Immunisation Register to the school regardless of whether the child is or is not immunised. Note: Homeopathic immunisation is not a recognised form of immunisation, and therefore cannot be listed on an immunisation status certificate.
- prospective students will not be prevented from enrolling in primary school if they have not been immunised
- collecting Immunisation History Statements will assist health authorities in protecting students in the event of a vaccine-preventable disease occurrence at the school. An unvaccinated student may be excluded from school for a period of time
- parents or carers of secondary student applicants are not required to provide an immunisation status certificate

For more information on:

- immunisation in primary and secondary schools, see: [Immunisation](#)
- maintaining and using immunisation records see: [Enrolment](#)
- the Department of Health's fact sheet, [Starting Primary School](#)

Statement from the Australian Immunisation Register

Information required for enrolment

- Enrolment forms are available on CASES21 and must be completed for students enrolling in a Victorian government school for the first time. Enrolment forms must 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 carer
 - details of medical and other conditions that may require special consideration
 - emergency telephone numbers, including a nominated doctor
 - an Immunisation History

Incomplete student information

The principal may	provided that the principal
<p>Defer admission of a student for up to 5 days</p> <p>Conditionally enrol the student:</p> <ul style="list-style-type: none">➤ if the information is not provided after 5 days and➤ further delay in enrolling the student is likely to affect the student's education and wellbeing	<ul style="list-style-type: none">➤ requests that the parent or carer provide the missing information➤ advises the parent or carer they are legally responsible for ensuring a child of school age attends school➤ records the conditions; and advises the parents or carers in writing that the enrolment is conditional upon providing the missing information and will only be formally completed when these conditions are met

Admission Policy Review

The Principal, in collaboration with the PYP Coordinator and School Council will identify necessary minor changes annually in-line with the implementation of AIP.

The Admission Policy is to be reviewed biennially involving the Principal, PYP Coordinator, School Council team, Classroom teachers, Specialist teachers, and other teaching staff. It will be ratified by the current Governing School Council.

As a result, the school action plan will be updated based on what has been achieved and areas for further development.

The evaluation of the effectiveness of Macclesfield Primary School's Admission Policy is scheduled for review in 2025.

NAME	POSITION	DATE	SIGNATURE
Andrew Bagnall	Principal		
Emma Nielsen	School Council President		
Andrea Goodey	PYP coordinator		

Policy updated and Ratified by school council: ___/___/___

Essential agreement – attached

ESSENTIAL AGREEMENT

I acknowledge that I have read the [Admission Policy](#) and I will agree to implement the document in my role at Macclesfield Primary School where appropriate.

DATE	NAME	SIGNATURE
	Andrea Hagar	
	Andrew Bagnall	
	Caitlyn Harding	
	Charamine Kavalic	
	Chelsea Davy	
	Damien Jones	
	Emilya McDonald	
	Jarren Boyd	
	Kylie Aspinall	
	Leah Stephens	

	Louise Mc Innes	
	Marissa Cashmore	
	Markala Taylor	
	Rohan Buttenshaw	
	Sally Berberich	
	Selina Rose	
	Andrea Goodey	