



## Mount Erin College Admissions Policy

### Child Safe Standards

Mount Erin College is a Child Safe School. Our College is committed to safety and wellbeing of all children and young people. We value all students as individuals and their diversity. This will be the primary focus of our care and decision making.

Mount Erin College is committed to providing a Child Safe environment where children and young people are valued and feel safe, and their voices are heard about decisions that affect their lives.

Our College takes a preventative, proactive and participatory approach to Child Safety to ensure that the safety of children is promoted, child abuse is prevented and allegations of child abuse are properly responded to. Mount Erin College has zero tolerance for child abuse.

### Purpose of this Policy

To ensure schools admit eligible students.

### Policy

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.

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.

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.

For Admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas or [Immcard](#) see : [International Student Program](#)
- deemed eligible and approved for enrolment by the Principal or relevant Regional Director.

### 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.

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 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. The Exceptions are set out in more detail below. However, there are exceptions for:

- 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 Maximum Age Requirements**

Exceptions apply to individuals who:

- are turning 18 during the year of enrolment, if they are enrolling solely in an accredited senior secondary course, for example Victorian Certificate of Education (VCE), Victorian Certificate of Applied Learning (VCAL) or International Baccalaureate (IB)
- are turning 19 during the year of enrolment, if they are enrolling solely for the purpose of completing an Accredited Senior Secondary Course in that year, i.e. they are expected to successfully complete their course in the year of enrolment based on current assessment information and course plan
- are 20 years of age or over at any time during the year of enrolment, and satisfy each of the following criteria:
  - enrolled only in an accredited senior secondary course
  - enrolled or seeking enrolment in a school outside the metropolitan area
  - there is no TAFE or other provider through which the person could reasonably study the course by correspondence or other method

- there is no TAFE or other provider offering an accredited senior secondary course within 45 minutes travelling time from the school if using public transport, or a school bus in the case of travel to a non-government school
- are enrolling in an English Language Government School or Centre, if the student is seeking to continue his/her enrolment in the year in which he or she turns 18 years of age and in the following year, solely for the purpose of completing the program
- have had their schooling temporarily interrupted in the previous school year, due to pregnancy, illness, an accident or other event, and require an extra year to complete an accredited senior secondary course.

### **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.

Principals are responsible for assessing whether a person seeking enrolment falls within the scope of an Exception to the standard Age Requirements.

If the person meets the Exception Criteria the person automatically meets the age Eligibility Requirements for enrolment. The Principal cannot refuse to enrol the person solely on the basis of their age.

### **Exemptions from the Age Requirements**

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 taken into account 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.

### **Maximum Age Exemption**

A student aged over 18 years of age at any time during the year of enrolment who does not meet one of the exceptions listed above may only enrol in or attend a government school if they are granted an Exemption from the Age Requirements.

Exemption from the maximum Age Requirements must be:

- requested in writing to the school by parent/guardians or young person
- 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.

**A student is eligible for an Exemption from the Maximum Age Requirements if they meet one or more of the following criteria:**

- the person, due to circumstances of a temporary nature beyond that person's control or lack of educational facilities, has been unable to complete Year 10 before turning 18 and will be under 20 years of age on 31 December in the year of completing Year 10 if the Exemption is granted
- the Exemption will enable the person to participate in a specific course or program approved by the Minister
- it would be unreasonable in the circumstances not to grant the Exemption
- the person is enrolling in an English Language Government School or Program or an intensive English Language Program offered by a Government school, and the Minister considers that it is in the person's best interests to enrol in that Program or school.

It is Department Policy that an Exemption from the maximum Age Requirements will generally not be granted unless the person:

- has previously been enrolled in and attended the school in the last 12 months
- is expected to complete school in the Exemption period based on their current or proposed course information and assessment; or
- has a clear Transition Plan that has been agreed to by the young person and/or their parent/guardian; and
- poses no or minimal risks to other students through their attendance at the school;
- has no other age-appropriate setting or option available for an equivalent course of study i.e. no other age appropriate setting within 50 kilometres of the student's home and online study is inappropriate.

When considering an application for Exemption from the age requirements and gathering the supporting documentation, Principals should consider the following:

- **best interests** - which includes the child or young person's academic, social and emotional needs, aspirations and abilities
- **age appropriate settings or options** - age appropriate settings for the student that take into consideration the student's aspirations, abilities and needs, such as relevant Adult Education settings
- **online study** - may be inappropriate if the student does not have reliable access to the required technologies to undertake the course, will not meet the prerequisite requirements for enrolment, and/or does not possess the required English language proficiency
- **Accredited Senior Secondary Course** - includes Victorian Certificate of Education (VCE), Victorian Certificate of Applied Learning (VCAL) or International Baccalaureate (IB)
- **complete school** - means that if the student successfully completes the requirements of their current enrolment/course plan/units in which they are enrolled, they will have successfully completed the requirements of the accredited senior secondary course in which they are enrolled, and they are expected to do so in the year of enrolment.

### **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 guardian
- 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
- 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) see [Transfers](#).

The table below outlines further information required for admission.

<b>Further Requirements</b>	<b>Description</b>
The signature of:	<p>student, if they are over 15 and living independently</p> <p>parent as defined in the Family Law Act 1975</p> <p>Note: In the absence of a current Court Order, each parent of a child who is not 18 has equal parental responsibility.</p> <p>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</p> <p>an informal carer, with a statutory declaration. Carers:</p> <ul style="list-style-type: none"> <li>- may be a relative or other carer</li> <li>- have day-to-day care of the student with the student regularly living with them</li> <li>- may provide any other consent required e.g. excursions.</li> </ul>
<b>Notes for Informal Carer:</b>	
Consent	<p>Statutory Declarations apply for 12 months</p> <p>the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an Informal Carer.</p> <p>Note: Secondary students may complete parts of the form and co-sign.</p> <p><b>Where consent is disputed</b></p> <p>When (parent) consent is disputed Principals and staff should:</p> <p>avoid becoming involved</p> <p>avoid favouring one parent</p> <p>act in accordance at all times with the best interests of the student and the school community to act sensitively and realise that a resolution, satisfactory to both parents, may not be possible.</p> <p>For more information on enrolment where there is disputed parental consent, see: <a href="#">Decision Making Responsibilities for Students</a></p>
Student identification and name	<p>For applicants who are:</p> <p>Australian born, a birth certificate or equivalent</p> <p>non-Australian-born, a passport or travel document such as a visa or <a href="#">Immicard</a>.</p>

## Further Requirements

## Description

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 guardians 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.

Immunisation

Note: Homeopathic immunisation is not a recognised form of immunisation, and therefore cannot be listed on an Immunisation Status Certificate.

History

Prospective students will not be prevented from enrolling in primary school if they have not been immunised.

Statements

- primary

students

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 guardians 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](#)

## Incomplete Student Information

This table outlines the principal's options when student information is incomplete.

### The Principal may

### provided that the Principal

defer admission of a student for up to 5 days

requests that the parent or guardian provide the missing information

advise the parent or guardian they are legally responsible for ensuring a child of school age attends school.

conditionally enrol the student:

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.

records the conditions; and

advises the parents or guardians in writing that the enrolment is conditional upon providing the missing information and will only be formally completed when these conditions are met.

## Related Policies

- [Attendance](#)
- [Decision Making Responsibilities for Students](#)
- [Enrolment](#)
- [Transfers](#)

**Related Legislation**

- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2017
- Family Law Act 1975
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2009

**Department Resources**

- [Immicards](#): Schools Bulletin

**Policy Review**

This Policy was approved in September 2018 and is due for Review in September 2020.