

SURFSIDE PRIMARY SCHOOL ENROLMENT POLICY



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

1. DETAILS

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

- Except in very specific circumstances, schooling is compulsory for students who have turned 6 until they turn 17. This applies to students at 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 (refer to 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
 - enrolment in specialist schools
 - concurrent enrolment for students entering youth justice or secure welfare.

2. PURPOSE:

- To ensure Surfside Primary School provides enrolment access for students who reside within its community as defined by Department of Early Childhood and Training (DET) boundaries.
- To set out the conditions under which students may be enrolled into Surfside Primary School to avoid the school exceeding its capacity.
- To ensure there is a consistent approach to enrolment processes across the Ocean Grove community.

3. GUIDELINES:

3.1 Zoning

The Surfside Primary School zone has been approved by the Minister for Education and ensures consistency with DET policy and the ETRA legislation regarding closest school.

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.

The potential future demand for enrolment places from within the local community indicates that Surfside Primary School must manage enrolments carefully and in accordance with the Priority Placement Order in the Enrolment Policy. A student's permanent place of address determines eligibility for enrolment at Surfside Primary School. Where there are insufficient places at a school for all students who seek entry, students are enrolled according to the Placement Policy's priority order of placement, which has five criteria. In circumstances when a school may not be able to accept all applications due to existing or future capacity concerns, schools must manage enrolment applications in accordance with the following priority order of placement:

- 1. Students for whom the school is the designated neighbourhood school.**
- 2. Students with a sibling at the same permanent address who are attending the school at the same time.**
3. Where the Regional Director has restricted the enrolment, students who reside nearest the school.
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school

The future capacity needs at Surfside Primary School mean that enrolments will currently be confined to the first two criteria only.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. **This is an overarching consideration and does not form part of the priority order of placement.** Schools are permitted to assess and make a determination for exceptional circumstances on a case-by-case basis.

Schools must ensure that all applicants eligible under a criterion have been offered a place before moving to consideration of the next. All students for whom the school is the designated neighbourhood school are guaranteed enrolment.

3.2 Proof of Residency

Parents who wish to enrol their child at Surfside Primary School under the Enrolment Policy will be required to demonstrate that the child to be enrolled resides within the boundary area.

- Current proof of residency at the address indicated can be provided by way of one of each of the following:
 - One primary source: a current lease agreement, rates notice or driver's license, or unconditional sale agreement.
 - One secondary source: a utility bill (e.g. electricity or gas) showing the same address.

* If unable to provide this proof of residence, a Statutory Declaration confirming that an officer authorized to endorse statutory declarations has sighted sufficient evidence that in their opinion the student is a resident within the boundary area must be provided.

3.3 Acceptance and notification processes

Enrolment applications for admission into Foundation will be accepted each year from the 1st April for enrolment to commence from the beginning of Term 1 the following year.

Applications will be recorded in order of receipt and remain current only for the year of submission.

The school will offer places in writing for Foundation for the following year at the beginning of term 3 in the preceding year.

3.4 Review of application

All enrolment applications will be considered on merit in accordance with the enrolment criteria.

In the case of an unsuccessful enrolment application parents or guardians may seek clarification from the Barwon South Regional Office.

Policy last reviewed	April 2024 (updated March 2025)
Consultation	Recommended to School Council
Requirement	Minimum Standards
Child Safe Standards Requirement	No
Approved by	Principal
Next Review date	March 2027

Surfside PS Enrolment Management Plan updated every 12 months under direction of Regional Director

