

## Enrolment Policy



### **Help for non-English speakers**

If you need help to understand the information in this policy please contact our office reception staff.

Victorian government schools are not required to have local enrolment policies unless they are schools with specific enrolment criteria, including specific purpose or specialist schools. Schools with specific enrolment criteria are required to have a local enrolment policy, made available on their school website, that is reviewed as part of cyclical review process (every 3-4 years).

Template policies are now available for specialist schools and supported inclusion schools (SIS) on the Enrolment – specialist schools and supported inclusion schools page of this portal.

All other Victorian government schools must place a link to the Department's [Placement Policy](#) and the [Find My School website](#) on their school website. Sample wording for this is available on the Department's Enrolment Policy and Guidance at: [Designated neighbourhood schools - school zones](#).

The reason why most Victorian government schools are not required to have local enrolment policies is because they are required to follow the Department's [Enrolment Policy](#) on the Department's Policy and Advisory Library (PAL). The Department and the VRQA have agreed through an MOU that Victorian government schools (other than specific purpose of specialist schools) do not need their own local enrolment policy but instead may refer to the publicly available Department Enrolment Policy on PAL.

All schools are required to keep an enrolment register that is accurate and up-to-date (ie enrolment data in CASES21).