



Bentleigh West Primary School

STUDENT ENROLMENT REQUIREMENTS



Help for non-English speakers

If you need help to understand the information in this policy, please contact:

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Rationale

Bentleigh West Primary School (School) is a government school. All children who are Australian citizens or permanent residents, and who are under eighteen years, are entitled to be enrolled in a government school. They are guaranteed a place in their neighbourhood school and may choose any other school in which space is available. Children may enter primary school at the beginning of the year that they turn 5 if their birthday falls before the 30th April. The School caters to students from Foundation (Prep) - Grade 6.

Purpose

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.
- To provide a fair and equitable opportunity to attend the School.

Guidelines

- The School has a Neighbourhood Boundary (Zone) due to enrolment constraints.
[Find My School](#)

Enrolment Requirements:

- A completed Bentleigh West Primary School enrolment form.
- A birth extract for photocopying – the original must be shown at the school office.
- Immunisation Certificate: either Australian Childhood Immunisation Register after completion of 4 year old vaccine schedule or the School Entry Immunisation certificate from the City of Glen Eira – Health Services, Cnr Hawthorn and Glen Eira Roads, Caulfield. *It is a legal requirement to provide a school entry immunisation certificate on enrolment at a primary school in Victoria.*
- Original or certified copies of any two of the following documents as evidence of permanent residential status in the Zone:
 - current rental agreement
 - most recent council rates notice
 - most recent utility bills
 - unconditional contract of sale
 - other official documentation that demonstrates permanent residency at an address within the Zone.

Enrolment Priorities:

- Students living in the Zone.
- Students who have siblings attending the School.
- Distance from the School.
- Compassionate ground for enrolment at the School.

Implementation

- All children who are eligible to attend a Victorian government school and permanently reside within the Zone are welcome to attend the School.
- Students enrolling at the School at the Foundation (Prep) level will be required to provide proof of age (indicating that they are turning 5 years of age by 30 April of that year) and an immunisation certificate.
- Where a student will be younger than 5 years of age on 30 April in the year of enrolment then an exemption from the minimum age requirements is required. Parents seeking early age enrolment must make a written application to the School. The Principal will consider the application and make a written recommendation for consideration by the relevant Department of Education and Training (DET) Regional Director. The Regional Director will make a decision to approve or not approve the early age entry request. Refer to [DET's School Policy Advisory Guide Admission policy](#) for details of the eligibility criteria for the exemption from the minimum age requirements and DET's general policy when deciding whether to approve an application for early age entry.
- Information regarding enrolment of overseas students can be obtained from the DET International Studies Unit on +61 3 9637 2202.
- All enrolments will require the completion of the DET 'Confidential Student Enrolment Information Form' with details entered into CASES by Student Administration.
- Students (who meet the relevant enrolment requirements) wishing to enrol at the School from a neighbouring school will be able to do so if:
 - the transfer is sought at the commencement of a school year or the commencement of term 3; or
 - there has been a change of address that places the student closer to the School than the previous school (where requested); or
 - the student is transferring from a non-government school; or
 - the transfer is requested (other than in the circumstances outlined above) by a parent/guardian and the Principals of the previous school and of the School are in agreement with the request.
- The Principal or Assistant Principal (or delegate) will make enquiries of the previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling) and to discuss academic or behavioural matters. The Principal has the authority to defer admission if it is in the best interest of the student.
- On enrolment, parents are informed of the range of support options available including the Camps, Sports and Excursions Fund and State Schools' Relief.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

More Information And Resources

- The Department's Policy and Advisory Library (PAL): [Attendance](#)

Policy Review And Approval

Policy last reviewed	June 2022
Approved by	Principal
Next review date	June 2026