

Enrolment



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Glen Park Primary School on 03 5334 5360 or glen.park.ps@education.vic.gov.au.

Policy

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

Details

This Enrolment Policy and the mandatory Enrolment in a Victorian Government School Guidelines, available on the Guidance tab, combines the admissions, enrolment, placement and transfers policies into one clear and concise location for Victorian government schools.

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). A designated neighbourhood school is generally the government school within closest proximity to the child's permanent residential address.
- In Melbourne metropolitan areas, Ballarat, Bendigo and Geelong, the nearest school is measured by a straight line from the child's permanent residence. In any other areas of Victoria, the nearest school is measured by the shortest practical route from the child's permanent residence. For schools with multiple campuses, it is the campus within closest proximity to the child's permanent residential address.
- 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.

Zone Maps

The Find the **My School** site on the Education Department website can be found at this link:

<https://www.findmyschool.vic.gov.au/>

A map of the Glen Park Primary School zone can be found below. The Glen Park zone encompasses Glen Park, Pootilla, Wattle Flat, Bullarook and Clarkes Hill. (It reaches as far as the outskirts of Dean and Brown Hill)

For policy and guidance on transition process and support for students moving from Year 6 to 7, refer to: [Transition – Year 6 to 7](#).

For policy and guidance on exemptions from attendance and enrolment, refer to: [Exemptions to School Attendance](#)

[and Enrolment.](#)

Related policies

- [Attendance](#)
- [Decision Making Responsibilities for Students](#)
- [Exemptions from School Attendance and Enrolment](#)
- [Expulsions](#)
- [Home Schooling and Partial Enrolments](#)
- [Immunisation](#)
- [International Student Program \(ISP\)](#)
- [Privacy and Information Sharing](#)
- [Suspension](#)
- [Transition – Year 6 to 7](#)
- [Transition – Early Childhood to School](#)

Relevant legislation

- [Education and Training Reform Act 2006 \(Vic\)](#)
- [Education and Training Reform Regulations 2017 \(Vic\)](#)
- [Family Law Act 1975 \(Cth\)](#)
- [Public Health and Wellbeing Act 2008 \(Vic\)](#)
- [Public Health and Wellbeing Regulations 2019 \(Vic\)](#)

Contacts

For support with enrolment queries, schools may contact the relevant senior transition officer in the applicable regional office. Refer to [Office locations](#) for contact details.

For queries regarding school zones and the [Find my School](#) website, please contact the Victorian School Building Authority on:

- Phone: [1800 896 950](tel:1800896950)
- Email: vsba@education.vic.gov.au

For feedback on this Enrolment policy, please contact the School Provision and Establishment Division on:

Email: school.enrolment.policy@education.vic.gov.au

The screenshot shows the 'Find my School' interface. At the top right are logos for 'THE EDUCATION STATE', 'VICTORIA', and 'Department of Education'. The main content area is titled 'Find my School' and includes a note: 'For 2025 enrolments, your address is in the primary school zone for:'. Below this is a detailed information box for 'Glen Park Primary School' with the following details: Campus years: Prep to 6; Address: 265 Haldon Road, Glen Park 3352; School phone: 03 5334 5360; Website: [Visit school site](#); Region: South West. There is an 'Export' button below this box. To the right of the information box is a map showing the school's location and its catchment zone, which is highlighted in green. A blue pin marks the school's address. Below the map, there is a section titled 'The closest primary schools to this address are:' with a note: '(indicative distances measured by a straight line between the address and the school)'. This section lists two schools: 'Glen Park Primary School' at 2.07 km and 'Little Bendigo Primary School' at 2.62 km, both offering Prep to 6. Each listing has a 'See more' link. At the bottom right of the map area, there is a small copyright notice: 'Property boundaries from ViMap, CC-BY 4.0 | © MapTiler © OpenStreetMap contributors'.

Policy REVIEW and Approval

Policy last reviewed	May 2024
Approved by	Principal
Next scheduled review date	2026