



Help for non-English speakers

If you need help to understand this policy, please contact our administration team on 51341793.

PURPOSE

Victorian government schools are **not** required to have local enrolment policies unless they are **specific purpose or specialist schools. Specific purpose and specialist schools 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).

Schools which have specific enrolment criteria (approved by the Minister or delegate) are also required to have local enrolment policies.

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 Placement Policy.

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 or specialist schools) do not need their own local enrolment policy but instead may refer to the publicly available Department Enrolment Policy on PAL. The exception to this is schools that have specific enrolment criteria such as specialist schools and schools for students with disability. These schools must have their own local enrolment policy.

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

COMMUNICATION

School Website

Appointments for enrolments to be made via the School Office

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2025
Approved by	Simone Richardson - Principal
Next scheduled review date	October 2028