

ENROLMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Roxburgh College on 99308100 and request to speak with our Community Liaison Officer

PURPOSE

Schooling is compulsory for all students aged from 6 – 17 years unless an exemption from attendance has been granted. Roxburgh College is committed to providing enrolment to students who live within our designated school zone in-line with our attendance guidelines.

To determine if you are within our designated school zone please check the link below:

Find My School website: <https://www.findmyschool.vic.gov.au/>

POLICY & PROCEDURES

Parents/carers wishing to enrol their child at Roxburgh College can contact the school on **99308100** and request to speak with our Enrolment Officer and request an **Enrolment Enquiry Form**:

The following information **must** be provided with the Enrolment Enquiry Form:

- Proof of residency through a primary document including: Lease Agreement, Municipal Council Rates Notice and 2 utility accounts.
- Student reports from their previous school.
- For applicants who are Australian-born, a birth certificate showing date of birth or equivalent and for non-Australian-born, a passport or travel document such as a visa. (Note: evidence of date of birth can be official, such as a birth certificate or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age).

Students seeking enrolment must be:

- An Australian citizen, or a student with relevant specified visas. International students may also seek enrolment in-line with DET guidelines.
- Deemed eligible and approved for enrolment by the principal or relevant regional director.

On submission of the Enrolment Enquiry Form an enrolment interview will be organised with a member of the Principal Class team to discuss the following:

- Completion of the enrolment form
- Appropriate year level
- Subject selection and timetable
- Booklist
- Uniform Policy
- Attendance Policy
- School expectations

COMMUNICATION

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

- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

Relevant Legislation

- [Education and Training Reform Act 2006 \(Vic\)](#)
- [Education and Training Reform Regulations 2017 \(Vic\)](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2022
Approved by	Principal
Next scheduled review date	February 2025