



ENROLMENT PROCEDURE POLICY

Policy 2025-2027



Help for non-English speakers

If you need help to understand this policy, please contact Roxburgh College on 9930 8100

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 DET policy guidelines. Please click on [Enrolment](#) for further details.

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 2025
Approved by	Principal
Next scheduled review date	February 2028