

MURTOA COLLEGE

ENROLMENT POLICY



Help for non-English speaker

If you need help to understand this policy, please contact the Principal at Murtoa College or call 53 852 381.

PURPOSE

This policy specifies the enrolment criteria for students seeking enrolment at Murtoa College, including admissions, enrolments, the placement of students to ensure that Murtoa College:

- enrolls eligible students
- maintains enrolment data
- maintains their custodial role.

Prerequisite Policy

Department of Education (DE) [Enrolment Policy](#)

POLICY

This Enrolment Policy and the mandatory Enrolment in a Victorian Government School Guidelines, combines the admissions, enrolment, placement and transfers policies. The Department's [Placement Policy](#) embeds the legal entitlement for students to enrol at their designated neighbourhood school, and to enrol at another school if there is sufficient accommodation. The Placement Policy applies to the placement of students at all year levels up to Year 12. Under the Education and Training Reform Act 2006 (Vic):

- Schooling is compulsory for students who have turned 6 until they turn 17.
- Every Victorian student has a legislated right to enrol at their designated neighbourhood school and may be enrolled at another school subject to sufficient accommodation.

To enrol in a Victorian government school, an applicant must:

- be an Australian citizen, or a student with relevant specified visas or [Immicard](#). Refer to: [International Student Program \(ISP\)](#)
- meet the age eligibility requirements set out in [Enrolment in a Victorian Government School Guidelines](#).

SCOPE

Right to attend the designated neighbourhood school

Murtoa College is a designated neighbourhood school with a designated neighbourhood zone (school zone). [The find my School](#) website provides guidance on which school zone a student's permanent residence is located within. School aged students who reside permanently within the school zone are guaranteed a place at Murtoa College.

Attending a school that is not the student's designated neighbourhood school

Students can apply for a place at Murtoa College although not their designated neighbourhood school. All students who seek enrolment at Murtoa College and are outside of the designated neighbourhood can be enrolled if:

- there is sufficient accommodation

MURTOA COLLEGE

ENROLMENT POLICY



- the request for enrolment aligns with Murtoa College's enrolment management implementation plan.

For information on eligibility, refer to: [Eligibility to enrol in a Victorian government school.](#)

Priority order of placement

If there is not sufficient accommodation to accept all applications from students living outside the zone. Murtoa College will manage enrolment applications in accordance with the following priority order of placement:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness of their home to the school.

This will ensure that Murtoa College can continue to offer the highest quality education and support for all students, including students with disability. Should this condition come into effect, all applications from students who live outside the zone will be prioritised in line with the DET [Placement Policy](#).

Verification of permanent address

When assessing enrolment applications under the priority order of placement, Murtoa College may ask for supporting documentation to assist them in verifying a student's permanent residence. For more information, see [Determining permanent residence](#).

APPEAL PROCESS

Parents/carers can appeal against the decision not to approve an enrolment at Murtoa College. This can occur in relation to enrolments at any age or year level. Further information on appeals can be found at [Appealing enrolment decisions](#).

RELATED POLICIES

MURTOA COLLEGE

ENROLMENT POLICY



- [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](#)
- [Primary to Secondary School Transition](#)
- [Transition – Early Childhood to School](#)

COMMUNICATION

This policy will be communicated to the Murtoa College community in the following ways:

- available publicly on our school's website
- included on our staff intranet
- discussed at parent information nights/sessions
- included in transition and enrolment packs
- made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy Reviewed	October 2026
Policy approved by	Principal October 2024
Next scheduled review date	October 2028