



Enrolment Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Saltwater P-9 College on 03 8366 7700 or saltwater.p9.co@education.vic.gov.au.

POLICY STATEMENT

All Students enrolling at Saltwater P-9 College are entitled to a smooth transition that enables them to become part of our school with minimal disruption and maximum support.

AIM

To ensure that Saltwater P-9 College:

- Enrols eligible students
- Maintains enrolment and admissions data
- Provides an efficient process of enrolment that satisfies the needs of both the students and the school.

IMPLEMENTATION

At Saltwater P-9 College we follow the guidelines outlined by the Department of Education, Victoria to support our enrolment processes. To review the Enrolment Policy of the Department, please following [this link](#). Regarding specific local enrolment conditions of Saltwater P-9 College, see below.

Enrolment and placement priority

All families may submit an enrolment form for their child; however, placement is not always guaranteed. Saltwater P-9 College has an enrolment restriction under section 2.2.16 of the Education and Training Reform Act 2006 (Vic). Approved entry criteria for our school are;

- Students for whom the school is the designated neighbourhood school. Placement for these students is guaranteed.
- Students with a sibling attending the school at the same time and living at the same permanent address.
- Students seeking enrolment on compassionate grounds, in exceptional circumstances

Designated Neighbourhood School

A school zone defines an area's designated neighbourhood government school and is published on the Department of Education's [Find my School website](#). Prior to enrolling at Saltwater P-9 College, parents/carers should visit this site to find their designated neighbourhood school.

Additional Links to Consider

Enrolment Checklist for Parents and Carers provided by the Department of Education, Victoria.
<https://content.sdp.education.vic.gov.au/media/enrolment-documentation-checklist-2967>



Enrolling in School: A guide on Enrolling you child in school from the Department of Education, Victoria.

<https://www.vic.gov.au/how-choose-school-and-enrol>

POLICY REVIEW & APPROVAL

Policy last reviewed	May 2025
Approved by	Principal
Next scheduled review date	May 2027

This policy will be updated sooner if required by changes to Department policy or school grounds/facilities.