



ARARAT PRIMARY SCHOOL

70 – 78 MOORE ST / PO BOX 225 ARARAT VIC 3377

PH: 03 5352 1253

W: www.araratps.vic.edu.au E: ararat.ps@education.vic.gov.au

LOCAL ENROLMENT POLICY



Help for non-English speakers - If you need help to understand the information in this policy, please contact Administration at Ph. 53 52 12 53

PURPOSE

The purpose of this policy is to set out the requirements for entry into Ararat Primary School (a Victorian Government School).

SCOPE

This policy applies to all students enrolled at Ararat Primary School.

POLICY

This policy should be read in conjunction with the Department of Education's [Enrolment Policy](#).

- Schooling is compulsory for students who have turned 6 until they turn 17. This applies to students at all schools including mainstream schools.
- Every Victorian student has a legislated right to enrol at their designated neighbourhood school
- Students enrolling at Ararat Primary School must provide the following supporting documentation
 - Birth certificate
 - Immunisation history
 - Proof of address (rates notice OR rental agreement OR contract of sale)
 - If one of the above documents cannot be provided, parents must provide 100-points worth of proof of address. This document will be provided by our enrolment manager
 - VISA (if applicable)
- Parents seeking early age entry for their child must follow the DET [exemption process](#)
- Enrolments of overseas student (VISA dependant) must be processed through the [International Student Program](#)
- The Principal may contact Principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note and to discuss academic or behaviour matters. The Principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interest of the student.
- School Tours are pre-scheduled and take place in Terms 3 & 4. It is not compulsory for parents to attend a tour, although it is recommended.

For a smooth transition to Ararat Primary School and to ensure the school is able to meet the student needs from their first day, the enrolment process may include;

- a school tour with the student and family
- a meeting with the family to gather any relevant information
- a set time for some testing to be administered

Once these steps are completed, the school will then use the information gathered to inform the best class placement option. A start day will then be agreed between the school and the family.

MORE INFORMATION AND RESOURCES

- Victorian School Building Authority: 1800 896 950 vsba@education.vic.gov.au



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Policy review and approval

Policy last reviewed	13/02/2025
Approved by	Principal
Next scheduled review date	13/02/2028