



meet the age eligibility requirements set out in these Guidelines (based on the requirements set out in the Education and Training Reform Act (2006) and Education and Training Reform Regulations 2017 (Vic).

verify changes to student enrolment names

maintain and update student details obtained on enrolment

keep all information confidential and managed in accordance with:

- the Department's privacy policy
- Victorian privacy laws.

At initial enrolment a Victorian Student Number (VSN) is allocated to a student in the name certified in admission documents. When students transfer between schools, the name will remain as the name attached to the VSN, unless new legal documentation with an amended name is provided see: Victorian Student Number (VSN)

For a copy of the student enrolment form, see: DET resources

A person who is aged 18 years or older must \_\_\_ enrol in or attend a Victorian government school unless an exception or exemption applies.

Exceptions apply to individuals who:

are turning 18 during the year of enrolment, if they are enrolling solely in an accredited senior secondary course, for example Victorian Certificate of Education (VCE), Victorian Certificate of Education Vocational Major (VCE VM), International Baccalaureate (IB) or an accredited foundation secondary course for example, Victorian Pathways Certificate (VPC)

are turning 19 during the year of enrolment, if they are enrolling solely for the purpose of completing an accredited senior secondary course or an accredited foundation secondary course in that year (or that they are expected to successfully complete their course in the year of enrolment based on current assessment information and course plan)

are enrolling or attending an English language government school or centre, if the student is seeking to continue their enrolment in the year in which they turn 18 years old and in the following year, solely for the purpose of completing the program

The minister or delegate (such as the Regional Director) may grant an individual an exemption from the minimum and maximum age requirements in the Regulations in limited circumstances.

An individual is eligible to apply for an exemption if they meet the criteria set out below. Eligibility does not guarantee that an exemption will be granted.

Exemptions from the minimum and maximum age requirements are rare, rather than being considered normal practice. This should be taken into account when considering enrolment decisions, such as transitioning from primary to secondary school and planning for completing school or moving to other available settings.

Schools may not always be the most appropriate place for some young people. There are a range of age-appropriate settings available for young people, whether they may be alternative settings or adult education options.

It is important that when considering applications for exemption from the age requirements that a balance is struck between the best interests of a young person and that of other students. This balance must be considered for individual cases and circumstances, while also ensuring that the exemption process is consistently and fairly applied.

A placement offer at Keysborough Secondary College will not be dependent on a satisfactory report, test or interview.

Student tests or interviews will only occur after a placement offer has been made. This covers all forms of testing, including examinations for school specific scholarships, academic programs, leadership programs, sporting trials, music or performing arts auditions, and other try-outs or performance assessments. Keysborough Secondary College will also not hold formal or informal interviews for prospective students and their families.

Keysborough Secondary College will not reserve places or prioritise placement for students on the basis of anticipated test results. This means that tests or interviews will not occur prior to the state-wide release of Year 7 placement offers in July each year. Keysborough Secondary College will not promote tests or interviews before placement offers



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

- Available publicly on our school's website
- Included on our Staff Intranet
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

Policy last reviewed	March 2024
Person Responsible for Policy Development	Accountabilities Assistant Principal
Approved by	College Principal
Next scheduled review date	December 2026