



Swan Reach Primary School

School Council approval:

Review Date:

Respect and Empathy for All

ENROLMENT POLICY

If you are interested in enrolling at our school, please complete and Enrolment Form attached below / request an Enrolment Form from our school office at 21 School Road, Swan Reach or call 03)51564287.

Our school follows the Department of [Enrolment Policy](#) for the enrolment, placement, and transfer of students.

Students who live within the school zone are guaranteed a place at our school. To find out whether you live in zone, visit findmyschool.vic.gov.au

All other applications will be considered subject to available space, and prioritised according to:

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.

Required documentation includes:

- Completed enrolment form.
- Evidence of identity and date of birth (for example, a [Birth Certificate](#) or passport)
- [Immunisation Status Certificate](#)

You will also be required to provide information about:

- your contact details • emergency contact details
- health information about your child (such as allergies or illnesses they need to manage)
- other legal orders relating to your child and their welfare (if any)

Foundation (Prep) enrolments

The Department of Education has a statewide Foundation (Prep) enrolment timeline.

The timeline advises families when and how to enrol their child into Foundation (Prep) at a Victorian government primary school, including our school.

You can find information and resources about the enrolment timeline at: [Enrolling in Foundation \(Prep\)](#) .

School zones

Our school zone is available on [Find my School](#) which hosts the most up-to-date information about Victorian school zones.

Students residing in our school zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address.

Our school also has additional capacity available to welcome students who are outside of our school zone. Our school manages enrolments using the [Placement Policy](#) to ensure that students have access to their designated neighbourhood school and may enrol at another, if there is available places.

For more information about our school zones, please contact our school. For answers to frequently asked questions about school zones and enrolling in Victoria government schools, visit [School zones](#) .