



Help for non-English speakers

If you need help to understand the information in this policy please our College on 9787 6288

PURPOSE

To ensure that Mount Eliza Secondary College:

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

SCOPE

This policy applies to all enrolments for all Australian Citizens.

For International Enrolments, applicants should see [International Student Program \(ISP\) : Policy | education.vic.gov.au](http://education.vic.gov.au)

POLICY

[Enrolment: Policy | education.vic.gov.au](http://education.vic.gov.au)

Victorian government schools are **not** required to have local enrolment policies unless they are schools with specific enrolment criteria, including **specific purpose or specialist schools**. MESC does not fit into the category.

The reason why most Victorian government schools are not required to have local enrolment policies is because they are required to follow the Department's [Enrolment Policy](#) on the Department's Policy and Advisory Library (PAL). The Department and the VRQA have agreed through an MOU that Victorian government schools (other than specific purpose of specialist schools) do not need their own local enrolment policy but instead may refer to the publicly available Department Enrolment Policy on PAL.

All schools are required to keep an enrolment register that is accurate and up-to-date (ie enrolment data in CASES21).

POLICY REVIEW

Policy last reviewed	February 2024
Approved by	Principal
Next scheduled review date	February 2026