

## ENROLMENT



If you need help to understand the information in this policy, please contact the school on 9547 1224

### PURPOSE

The purpose of the enrolment policy is to ensure that:

- Eligible students are enrolled
- Enrolment data is maintained
- Custodial role of the school is maintained

### GUIDELINES

- All children who are eligible to attend a Victorian Government school are to be enrolled under the name contained in the documents supporting their admission, primarily their birth certificate/passport.
- Eligible students include:
  - Australian citizens who turn 5 years old before 30<sup>th</sup> April in their first year of school
  - Student with relevant specified visas: Information regarding the enrolment of overseas students is to be obtained from the International Studies Unit (03) 9637 2202. All visa documentation must be provided upon enrolment of new student.
  - Deemed eligible and approved for enrolment by the principal or relevant regional director
- All new students will be required to provide proof of age and an immunisation certificate.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- Other parents seeking early age entry for their children must make a written application to the Regional Director
- On initial enrolment, a Victorian Student Number (VSN) is allocated by the Department of Education & Training to a student in the name certified in admission documents.
- Upon transfer between schools, the subsequent enrolment is in the name attached to the VSN unless new legal documents are provided.
- The school can change the name under which the student is enrolled if:
  - a new legal documentation with an amended name is provided
  - officially amended birth certificate
  - proof of adoption
  - court order authorising another name
  - supporting documentation, not originally available, differs from the name provided during conditional enrolment
  - proof is provided that the enrolling parent or the student is using another name under a scheme designed to ensure their safety, such as witness protection
- Parents are legally required to provide an official immunisation certificate prior to enrolment.
- Copies of sighted documents ie. immunisation certificates are to be kept by the school in the student's file.
- If a student transfers to another school, a copy of the immunisation certificate and proof of birth is to be attached to the transfer form.
- All information is to remain confidential and managed in accordance with:
  - Departmental privacy policy
  - Victorian privacy laws
- A privacy notice is to be provided to the enrolling parent explaining the use to be made of admission information
- In the case where parent consent is disputed the school will act:
  - in accordance with the best interests of the student and the school community
  - sensitively, realising that a resolution, satisfactory to both parents, may not be possible
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director

## **IMPLEMENTATION**

- All enrolments require the completion of the Department of Education 'Confidential Student Information Enrolment Form'.
- Parents and the student/s will be given a tour of the school to support orientation into the school environment
- Students will be presented with a 'Welcome to Our School' certificate at assembly
- Students wishing to enrol at our school from a neighbourhood school will be able to do so if:
  - there has been a change of address that places the student closer to our school than the previous school
  - the student seeking enrolment is from a non-government school
  - all avenues have been exhausted to resolve differences at the neighbourhood school
  - the Principal of the neighbourhood school is in agreement
- The Principal or nominee of the Principal will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note, proof of birth or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student/s.
- Students will be allocated to tracking groups according to a combination of group size and student need

## **COMMUNICATION**

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

- School website
- School Induction processes
- Parent Information sessions
- Newsletters
- Hard copy from school administration upon request

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	June 2020
Approved by	Principal
Next scheduled review date	June 2022