



# ENROLMENT POLICY

## Rationale

All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

## Aims

- To provide an efficient process of enrolment that satisfies the needs of students, parents and the school.

## Implementation

- All children who are eligible to attend a Victorian Government school, are welcome to attend our school.
- Students enrolling at our school as part of a Foundation intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30<sup>th</sup> April of that year) 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.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels is in itself insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that it is the commencement of the school year or the commencement of term 3, or if the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.
- 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 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.
- Students will be allocated to classes according to a combination of class size and student need.
- If there are any issues in regards to the capacity of the school, students will be enrolled in this order:
  - Zone area
  - Siblings
  - Order of enrolment

### Schools must:

- Enrol eligible students, who are new to the Victorian government education system under the name contained in the documents supporting their admission; primarily their birth certificate.
- Keep copies of sighted documents (Note: for primary students this includes an Immunisation History Statement from the Australian Immunisation Register)
- 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.





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- Schools can change the name under which a student is enrolled if:
  - New legal documentation with an amended name is provided, such as
    - Officially amended birth certificate
    - Proof of adoption
    - Court order authorising another name
  - Supporting documentation, which was 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.

### CASES21 student information database:

- The database includes:
  - Admission forms
  - Transfer information
  - The student register, in primary schools
  - The class lists
- Data is:
  - Confirmed/updated and signed by the parent/guardian when the students transfer
  - Updated when changes occur, such as guardianship
  - Reviewed half yearly, specifically parent/guardian contact information, see CASES21 Administration User Guide for guidance including processes for generating the Student Enrolment Information Form and Student Information Full Details Report
  - Revised annually for State and Commonwealth reporting
  - Updated when informed by parents of changes to family circumstances
- Records are disposed of in accordance with the General Disposal Schedule.
- Where students are moving from one government school to another government school, student data can be transferred using CASES21 (mandatory from July 2017) and:
  - Parents are not required to complete a new enrolment form if data is transferred using CASES21
  - Schools must not create a new student record in CASES21 - this will create a duplicate record
  - Schools are required to send a copy of the Student Enrolment Information Form to the parent for checking, updating and signing to ensure student data is current and accurate.
- In accordance with amendments to 'No Jab No Play' legislation, as of 28 February 2018 only the Immunisation History Statement from the Australian Immunisation Register is acceptable for the purposes of enrolling in a primary school in Victoria.
- Sighting of the stamped immunisation booklet or documents produced by GPs or other immunisation providers are not sufficient evidence to meet this requirement. The immunisation status of the student must be recorded on CASES21 (whether an Immunisation History Statement has been received or not) and updated where necessary.
- Immunisation History Statements from the Australian Immunisation Register indicate whether primary students have been immunised against some or all of the infectious diseases (see Health & Safety Policy and attached table).

### Maintaining Student Family Occupation and Education (SFOE) information:

- Funding for equity (Social Disadvantage) provides an individual loading for students from disadvantaged backgrounds that will increase with the density of disadvantage at the school. Increased funding for schools has proven to raise educational outcomes, particularly for these students. Schools use Social Disadvantage funding to deliver tailored educational programs that meet the needs of this cohort of students.
- The Social Disadvantage loading allocates funding based on parental occupation, parental education and the level of concentration of disadvantage in a school. Students with the highest level of need are targeted with the most funding to ensure schools have the resources to support SFOE information that parents provide directly affects the level of Social Disadvantage funding that a school will receive. Therefore, it is essential that schools:
  - Ensure that their staff understand why SFOE data is needed and the benefits of ensuring there are no errors in data logged on CASES21





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- Clearly explain to parents the importance of correctly completing the parent information form
- Have a process to ensure SFOE information is accurate and up-to-date
- Contact parents when occupation and/or education data is missing, incomplete or unclear
- Keep records to explain any changes or updates to data submitted by parents.

### Evaluation

- This This Policy will be reviewed on a 3 yearly cycle.

Last updated May 2020

