



ENROLMENT POLICY

Approved by School Council:
May 2018

Review: May 2021

Rationale:

To ensure that our school admits eligible students and maintains enrolment data.

Before admitting a student, our school will:

- for students transferring from another Victorian government school, import student information using CASES21; and provide parents with the Student Enrolment Information Form for validation of student information
- for students who are new to the government system, obtain a completed enrolment form.

For all students, our school will:

- collect relevant admission information
- provide a privacy notice to the enrolling parent explaining the use to be made of enrolment information
- collect and record an Immunisation History Statement. Parents must provide our school with an Immunisation History Statement for their child from the Australian Immunisation Register.

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas or Immicard
- deemed eligible and approved for enrolment by the principal or relevant regional director.

Changing enrolment name

Our school 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.

Maintaining enrolment information in CASES21

Stage 1: Enrolment data is entered at the beginning of the year for Foundation. Any student coming from a Victorian Government school must be electronically transferred through Cases21.

Stage 2: Data is added when students transfer, updated when changes occur, such as guardianship, reviewed half yearly, specifically parent/guardian contact information, revised annually for State and Commonwealth reporting, updated when informed by parents of changes to family circumstances.

Note: Student names removed from the enrolment database are retained in the CASES21 database.

Stage 3: Records are disposed of in accordance with the General Disposal Schedule.

Further Information:

DET website: Enrolling in Primary School

<http://www.education.vic.gov.au/school/parents/primary/Pages/enrol.aspx>

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.