



## Enrolment Policy

### Background

- Children of school age have the right to be enrolled at and admitted to their Designated Neighbourhood Government School at the beginning of the school year unless an approved alternative placement has been arranged.
- Enrolment can be arranged by the Principal without further approval or by reference to the Regional Director eg for early age enrolment.
- 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 subsequent enrolment is in the name attached to the VSN, unless new legal documentation with an amended name is provided.

### Purpose

- To ensure Werribee Primary School complies with DET enrolment policy and guidelines.
- To ensure the school enrolls eligible students, maintains enrolment records and discharges its custodial role.
- To ensure the school complies with the legislative requirements of the
  - *Education and Training Reform Act 2006*
  - *Privacy Act*
  - *Public Health and Wellbeing Act 2008* and
  - *Public Health and Wellbeing Regulations 2009*

### Implementation

- The Principal will
  - enrol eligible students, who are new to the Victorian government education system under the name contained in the documents supporting their admission; primarily that is their birth certificate.
  - obtain proof of address and keep copy in student's file.
  - keep copies of sighted documents (Note: for primary students this includes an immunisation status certificate).
  - verify changes to student enrolment names.
  - maintain student details and movements in an enrolment history.
  - keep all information confidential and managed in accordance with the DET's privacy policy and Victorian privacy laws.
  - In the case of a separated family where there are no custody restrictions the enrolment will be deemed conditional until an Alternative Enrolment Form is received and signed by the other parent.
- If requested, the school can change the name under which a student is enrolled if new legal documentation with an amended name is provided, such as an 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 or 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.
- The school will maintain an enrolment database on CASES21 which includes admission forms, transfer information, the student register, and class lists. Enrolment data is entered at the beginning of the year for Foundation and is added when students transfer and updated if information changes.
- The school will check and retain the immunisation status certificate which indicates whether primary students have been immunised against some or all of a number of infectious diseases. This will be referred to if there is an outbreak of disease or if the student transfers in which case it will be attached to the transfer form.
- An enrolment form available on CASES21 will be used and must include:
  - date of birth (note: evidence of date of birth can be official, such as a birth certificate, immi card, passport or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age).
  - names and addresses of the student and enrolling parent or guardian
  - details of medical and other conditions that may require special consideration
  - emergency telephone numbers, including a nominated doctor
  - the name of the previous school and the student's current year level, where students transfer from another school



- The signature of the parent as defined in the *Family Law Act 1975* is required. Please note that in the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility. If parents are separated, an Alternative Family Enrolment Form must be filled out by the other parent.
- A copy of the court order with any impact on the relationship between the family and the school must be provided. An informal carer, with a statutory declaration is eligible to sign.
- When (parent) consent is disputed the Principal and staff will avoid becoming involved or avoid favouring one parent. School personnel will act in accordance with the best interests of the student and the school community and should realise that a resolution, satisfactory to both parents, may not be possible.
- For more information on enrolment where there is disputed parental consent, refer to the school's *Parental Responsibility Policy*.
- The school will request the parent/guardian to complete a head lice consent form. Refer to the *Head Lice Management Policy*.
- Please refer also the school's *Immunisation Policy, Information Privacy Policy, Transfers Policy*.

### **Evaluation**

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early September 2014).

When First Developed/Reviewed - DET School Policy Advisory Guide > A-Z Index: October 2014

**This policy was ratified by School Council on 18 October 2016**

Next review Due: October 2019

Reference:

[www.education.vic.gov.au/school/principals/spag/participation/pages/enrolment.aspx](http://www.education.vic.gov.au/school/principals/spag/participation/pages/enrolment.aspx)