



**Leadership, Excellence, Acceptance, Respect, Never Give Up**

# Enrolment Policy

## Rationale

- 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.
- Each campus of a multi-campus school has its own designated neighbourhood.
- Where there are insufficient places at a school for all children who seek entry, children are enrolled in the following priority order:
  - children for whom the school is the designated neighbourhood school
  - children with a sibling at the same permanent address who are attending the school at the same time
  - where the regional director has restricted the enrolment, children who reside nearest the school
  - children seeking enrolment on specific curriculum grounds
  - all other children. in order of closeness of their home to the school
  - in exceptional circumstances, compassionate grounds
- Appeals are considered based on the following department placement principles:
  - provide each child with a place in the designated neighbourhood school
  - provide parents/carers with an opportunity to enrol their child at the same school as an older sibling who resides at the same address
  - allow parents/carers to send their child to any alternative school where space is available
  - contain enrolments in each school within the limits of available resources as determined by the Regional Director.
- The Regional Director has the authority to effect placement of children.
- Enrolment can be arranged by the Principal without further approval or by reference to the Regional Director e.g. for early age enrolment.
- On 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 Preston West Primary School enrolls eligible students, maintains enrolment records and discharges its custodial role.
- To ensure the school complies with DET enrolment policy and guidelines.
- To provide an efficient process of enrolment that satisfies the needs of both children and the school.
- 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*

## Definition

The designated neighbourhood school is the school that is nearest the child's permanent residence, unless the Regional Director needs to restrict new enrolments at a school or has designated the neighbourhood boundaries for the school.

## **Implementation**

- The Principal will
  - enrol eligible children, 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.
  - keep copies of sighted documents
  - verify changes to children's enrolment names.
  - maintain children's 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.
- If requested, the school can change the name under which a child 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 child 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 register, and class lists. Enrolment data is entered at the beginning of the year for Prep (Foundation) children and is added when children transfer and updated if information changes.
- The school will check and retain the immunisation status certificates which indicates whether students have been immunised against some or all of a number of infectious diseases. (All certificates will be retained in a file established for this purpose.) 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 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 child and enrolling parent/carer
  - 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 child's current year level, where children transfer from another school
- The signature of the parent/carer 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 years of age has equal parental responsibility.
- If parents are separated, both parents must sign or 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.
- If (parent/carer) 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 Responsibilities (Decisions about Children) Policy*.
- The school will provide a privacy notice to the enrolling parent/carer explaining the use to be made of admission information. For a sample privacy statement please refer to Privacy within [Resources](#) at the website below.
- The school will request the parent/carer to complete a head lice consent form. Please refer to the school's *Head Lice Management Policy*.
- Children will be allocated to classes according to a combination of class size and student need.
- If the school enrolls international children CASES21 will be updated to confirm the child's commencement of study within five working days of commencement. Any changes to the child's enrolment should also be recorded in a timely manner. This will ensure an accurate disbursement of funds to the relevant school.
- Records will be disposed of in accordance with the General Disposal Schedule.
- Please refer also the school's *Student Transfers Policy*, the *Admission Policy*, *Koorie Students Policy*, *Information Privacy Policy*, *International Student Program Policy*, *Health Care Needs Policy* and the *Archives & Records Management Policy*.

## **Evaluation**

- This policy will be reviewed as part of the school's review cycle or if guidelines change.
- This policy was last updated and ratified on 22nd March 2022.