



## ENROLMENT POLICY

**Approved by School Council:**

February 2019

**Review:**

February 2022

### **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. Where possible, ask for a transfer of information using Compass Transitions (Reports, Attendance, etc)
- **for students who are new to the government system**, obtain a completed enrolment form. Where possible, ask for a transfer of information using Compass Transitions (Reports, Attendance, etc).

### **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>

### **Review Cycle:**

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