



## **TRANSFERS, STUDENT POLICY**

### **Rationale**

- Schools regularly transfer students in and out for a variety of reasons. Also, parents/carers are entitled to request a transfer between schools.
- During this process, schools must avoid practices that:
  - compel students to transfer or withdraw from school (e.g. for behavioural issues) through any other means than the formal expulsion process. See: [expulsion policy](#)
  - restrict entry to eligible students.
- Schools must:
  - provide student information for all students transferring out
  - receive student transfer information for all students transferring in
  - seek parent consent for a transfer if the transfer follows a behaviour or disciplinary incident that may have otherwise resulted in commencement in expulsion procedures
  - use the [student exit form \(docx - 67.47kb\)](#) to obtain this consent
  - update CASES21 and contact regional staff as appropriate for additional advice and support.

### **Purpose**

- To ensure student transfers between schools meet DET requirements.

### **Definition**

Throughout this policy, 'student information' means personal and health information about the student, including achievement information, foreseeable risk and wellbeing information. For a comprehensive view of what student information should be transferred - see [CASES21 User Guides](#).

### **Implementation**

- The school has developed the mandatory pre-requisite Admission and Enrolment Policies.

### **Approval**

- The Principal will approve transfers when:
  - the student residence changes and is now closer to a different government school (where requested)
  - transfer is sought from an Australian school outside the state system
  - the transfer is sought at the commencement of the school year or Term 3 and in secondary schools the student can be accommodated mid-year without the reorganisation of the existing school program
  - transfer is requested (other than in those instances cited above) by a parent/carer and the Principal of each school involved supports the request
  - a student is expelled from a school via the formal expulsion policy. For students of compulsory school age, the Principal of the school from which the student has been expelled is responsible for ensuring enrolment in another school or registered training organisation; in consultation with the local area team and regional office
  - For all other transfers where the parent appeals against the Principal's decision to not enrol the:
    - transferring Principal makes recommendations to the regional director

- Regional Director determines approval.

Please note that the school cannot enrol international students wishing to transfer from another school (prior to the student completing six months of the principal course of study) without a release letter issued by the Department's International Education Division, see: ISP Quality Standards and School Resources, under [Department resources](#)

### **Transfer of information**

#### **Transfer of information between Victorian government schools**

When a Victorian government school student has been accepted at another Victorian government school, the transferring school will provide the student's information to that next school.

**Important:** Throughout this policy, '**student information**' means personal and health information about the student, including achievement information, foreseeable risk and wellbeing information. For a comprehensive view of what student information should be transferred - see [CASES21 User Guides](#)

**Parent consent is not required to transfer student information or records (including SSS/DCS files) to the student's next Victorian government school.**

Where a student is in youth justice or secure welfare custody, the school must transfer information through CASES21, Student Data Transfer, to Parkville College. The student will remain enrolled at their base school while concurrently enrolled at Parkville College for the purposes of receiving education while in custody.

In addition, student information can be provided to the student's next Victorian government school in any and all of the following ways: verbally (principal to principal, or nominees), electronically (via email) and in hardcopy (by providing copies of the student's records, including health reports).

If the student has received Student Support Services (SSS) support in the last two years, the SSS area based team must arrange for the SSS/Department Confidential Student file (DCS) to be sent to the SSS area based team for the receiving school.

#### **Enquiries by a family about a potential transfer between Victorian government schools**

The school must not share student information with another Victorian government school **before** that student has been **accepted at** that next school, **unless** consent is given. This means that when a parent (or student on their own behalf) is enquiring about a possible placement at another Victorian government school, the student's current school cannot share student information with that potential new school, except for the following circumstances:

- the parent (or student) has consented to the sharing of information
- the receiving school needs to consult with the student's current school to ensure that the person presenting to the school to enrol the student has decision-making responsibility for that student and there are no Family Law Act orders or other court orders or documents that are relevant to determining who has decision-making responsibility for that student.

A Principal or Regional Officer supporting a student to find a suitable educational setting following an expulsion may also share relevant information about the student with another Victorian government school, in order to determine how that school could best support the student's education.

The school will transfer student information, including information on any foreseeable risks (if applicable), using CASES21.

Non-government including Catholic schools must provide a Transfer note (downloadable from CASES21), including information on any foreseeable risks (if applicable).

Interstate schools must provide an Interstate Student Data Transfer Note, including information on any foreseeable risks (if applicable).

For the interstate student data transfer note, downloadable forms, protocols and fact sheets see: [Interstate Student Data Transfer Note and Protocol for Government Schools](#)

When the school transfers a student, staff will:

Update student details in CASES21, including:

- the transfer date as the last date the student attended / will attend classes
- transfer note (if used) that has been reviewed by the transferring Principal
- immunisation status for primary students.

Note: CASES21 automatically updates the Victorian Student Register (VSR) as well as generating the Student Enrolment Information Form and Student Information Full Details Report.

Complete the student exit process in CASES21.

When the student has been accepted by the receiving school, staff will send the receiving school:

- all required student information, including any foreseeable risks, and the immunisation certificate for primary students using CASES21)
- Note: Parents are required to provide the receiving school with:
  - evidence of the student's name and date of birth.
  - passport or travel documentation for non-Australian born students
  - Court orders or written consent of both parents agreeing to admission, for separated parents; see: [Admission](#)

When students transfer or transition between government schools, student names must not be changed unless new legal documentation with an amended name is provided.

When student information is transferred using CASES21:

- parents are not required to complete a new enrolment form
- schools are not required to create a new student record in CASES21 because that would create a duplicate record
- receiving schools must send a copy of the Student Enrolment Information Form to the parent for checking, updating and signing to ensure the student data is current and accurate.

Before a student is offered a place, receiving schools may consult with the transferring school to ensure that the person presenting to the school to enrol the student has decision-making responsibility for that student and that there are not Family Law Act orders or other orders or documents that are relevant to determining who has decision-making responsibility for that student.

When student information is not received, the Principal must seek the information from the transferring school and may defer admission by one day or admit the student conditionally, maintaining a record of attendance until the information is received.

If after reasonable enquiries information has not been received, the Principal should refer the matter to the Regional Director and keep records of attendance.

Where conflicting information is received, clarification from the parent/carer should be sought **before the enrolment proceeds**. If parents/carers do not provide clarifying documentation, admission may be deferred by five days. The Principal should inform parents/carers of their obligation to enrol the student and ensure attendance. The student should then continue at his/her current school. If both Principals agree that the child's education is likely to be adversely affected then the receiving school should proceed with the transfer, advise parents/carers of the conditions of admission and keep records

- For further information the school will refer to the website below.
- Please refer also to the school's *Enrolment Policy*, *Admission Policy*, *Duty of Care Policy*, *Risk Management Policy* and *Privacy of Information Policy*.

#### **Evaluation**

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late June 2019).

Reference:

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