



## **ENROLMENT POLICY**

### ***(Including School Specific Procedures)***

#### **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.
- Children must attend the nearest school to be entitled to free school contract bus travel or a conveyance allowance.
- 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.
- At initial enrolment a Victorian Student Number (VSN) is allocated to a child in the name certified in admission documents. When children 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 Footscray North Primary School enrolls eligible children, maintains enrolment data and discharges its custodial role.
- To ensure the school complies with DET enrolment policy and guidelines.
- 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. Each campus of a multi-campus school has its own designated neighbourhood.

### **Implementation**

- The school has developed a mandatory pre-requisite Admission Policy.
- The school will:
  - enrol eligible children who are new to the Victorian government school system under the name contained in the documents supporting their admission; primarily their birth certificate
  - keep copies of sighted documents including an immunisation status certificate
  - verify any changes to student enrolment names
  - maintain and update student details obtained on enrolment
  - keep all information confidential and managed in accordance with DET's privacy policy and Victorian privacy laws
- Data is:
  - confirmed/updated and signed by the parent/carer when children transfer
  - updated when changes occur, such as guardianship
  - reviewed half yearly, specifically parent/carer contact information, see: [CASES21 Administration User Guide](#) for guidance including processes for generating the Student Enrolment Information Form and Student Information Full Details Report, , see: [CASES21](#)
  - revised annually for State and Commonwealth reporting
  - updated when informed by parents/carers of changes to family circumstances
- 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/carer or the child is using another name under a scheme designed to ensure their safety, such as witness protection.  
Note: The majority of children enrolled prior to 2009, with names different from those appearing on their birth certificate due to previous Department policy; can continue to be enrolled in these names.
- The school will:
  - ensure that their staff understand why SFOE data is needed and the benefits of ensuring there are no errors in data logged on Cases21
  - clearly explain to parents the importance of correctly completing the parent information form
  - regularly seek whole school updates
  - contact parents when occupation and/or education data needs to be queried.
- 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 Foundation (Prep) and is added when children transfer and updated if information changes.
- The school will check and retain the immunisation status certificate which indicates whether primary children have been immunised against some or all of a number of infectious diseases.  
**Note:** In accordance with amendments to 'No Jab No Play' legislation, as of 28 February 2018 only the Immunisation History Statement from the Australian Immunisation Register is acceptable for the purposes of enrolling in a primary school in Victoria. Sighting of the stamped immunisation booklet or documents produced by GPs or other immunisation providers are not sufficient evidence to meet this requirement. The immunisation status of the student must be recorded on CASES21 (whether an Immunisation History Statement has been received or not) and updated when necessary.

- The school will maintain a file containing immunisation certificates. This will be referred to if there is an outbreak of disease or if the child transfers in which case it will be attached to the transfer form.
- Parents/carers of children not immunised to keep their children at home for the recommended period, as outlined in the Department of Health's School exclusion table, see: [Immunisation](#).
- Where children are moving from one government school to another government school, enrolment data can be transferred using CASES21 (mandatory from July 2017) and:
  - parents/carers are not required to complete a new enrolment form if data is transferred using CASES21
  - schools must not create a new record in CASES21 – this will create a duplicate record
  - schools are required to send a copy of the Student Enrolment Information Form to the parent/carer for checking, updating and signing to ensure data is current and accurate.
- The school will request the parent/carer to complete a head lice consent form. Please refer to the *Head Lice Management Policy*.
- 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. See: [Archives and Records Management](#)
- Please refer also to the school's *Admission Policy, Immunisation/Exclusions (Infectious Diseases) Policy, Information Privacy Policy, Transfers Policy, International Student Program Policy, the Health Care Needs Policy* and the *Archives & Records Management Policy*.

### **Evaluation**

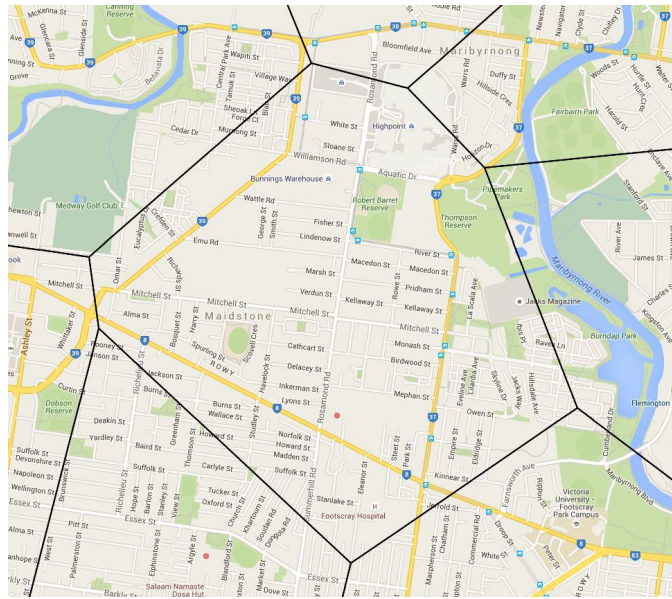
- This policy will be reviewed as part of the school's review cycle or if guidelines change (latest DET update late February 2018).

This update was ratified by School Council 25/3/2019

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)

## School Specific Procedures



## Enrolment Process

- All families may submit an enrolment form for their child, however placement is not always guaranteed. Please refer to the 'Enrolment and placement priority' section.
- All enrolments require the completion of the 'Footscray North Primary School Student Enrolment Information Form'.
- The form needs to be completed and returned to the school along with copies of documentation below:
  - Birth certificate.
  - Immunisation certificate.
  - Proof of address documents may be required (drivers licence, lease agreement/notice, and 2 utility bills - gas, electricity, or water).
  - Evidence of residency Status (if child is born overseas), including passport and visa details.
  - Parent visa and passports if either parent is born overseas.
- All applicants must be an Australian citizen, or a student with relevant visas.
- If enrolment information is incomplete, the school will attempt to contact the parents and request the information. If information is still incomplete, then the Principal may
  - defer enrolment of a student for up to 5 days
  - requests that the enrolling parent or guardian provide the missing information
  - advise the parent or guardian they are legally responsible for ensuring a child of school age attends school.
  - conditionally enrol the student:
    - if the information is not provided after 5 days and further delay in enrolling the student is likely to affect the student's education and wellbeing.
- Parents will receive a letter of confirmation in regards to the status of their child's enrolment at FNPS.
- Students transferring mid-year from other schools will commence at the start of the following term. Unless one of the following conditions is met:
  - The Principal of the previous school is in agreement with the transfer
  - There has been a change of address that places the student closer to the new school
  - If the child is seeking enrolment from a nongovernment school
  - Information regarding the enrolment of overseas students can be obtained from the International Education Division (03) 9651 3700.

- On a twice yearly basis, information about enrolled students will be sent home, asking parents to ensure all enrolment information continues to be accurate and up to date.

### **Parental Consent**

- Enrolment requires parental consent, meaning that the enrolment form has to be signed by:
  - Parent, as defined in the Family Law Act 1975
- Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
  - Both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
  - An informal carer, with a statutory declaration. Carers:
    - May be a relative or other carer
    - Have day-to-day care of the student with the student regularly living with them
    - May provide any other consent required e.g. excursions.
- Notes for informal carer: statutory declarations apply for 12 months, the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.
- When (parent) consent is disputed principals and staff should:
  - act in accordance at all times with the best interests of the student and the school community
  - act sensitively and realise that a resolution, satisfactory to both parents, may not be possible.

### **Immunisation**

Schools are required to:

Request information from parents on the immunisation status of each child, i.e. primary student, prior to enrolment i.e. official immunisation status certificate.

Take a copy of the sighted document and record information on the immunisation status of each enrolled child.

Parents or guardians must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised. Note: Homeopathic immunisation is not a recognised form of immunisation, and therefore cannot be listed on an immunisation status certificate.

Prospective students will not be prevented from enrolling in primary school if they have not been immunised.

Collecting immunisation status certificates will assist health authorities in protecting students in the event of a vaccine-preventable disease occurrence at the school. An unvaccinated student may be excluded from school for a period of time.