



*Small School Big Learning*

# Enrolment Policy

## **Rationale:**

An Enrolment Policy covers all student enrolment processes at Yering Primary School, and ensures that these processes are compliant with the requirements of the Department of Education and Training. It aims to give clear guidelines to the school community, Principal and School Council as to how students are enrolled at the school.

## **Aims:**

To ensure that YPS:

- Admits eligible students
- Obtains necessary enrolment documentation
- Maintains accurate records
- Manages student transfers correctly, in line with DET protocols
- Collects and records immunisation status certificates and birth certificates

## **Implementation:**

### **Admission**

Children of school age have the right to be admitted to government schools.

Before admitting a student, YPS will:

- Collect relevant admission information
- Ensure age of student is within DET guidelines (Foundation enrolment age: 5 years of age by 30th April)
- Obtain a completed enrolment form

### **Information Required for Admission**

Enrolment forms are obtained from CASES21 and require the following information for admission to YPS:

- Date of birth (note: evidence of date of birth can be official, such as birth certificate, or where this is not able to be produced, unofficial, such as 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

## **Enrolment Requirements**

YPS will:

- Enrol eligible students, who are new to the Victorian Government Education system under the name contained in the documents supporting their admission
- Keep copies of sighted documents (note: for primary students this includes an Immunisation Status Certificate, Birth Certificate)
- Verify changes to student enrolment names
- Maintain student details and movements in enrolment history
- Keep all information confidential and managed in accordance with The Department's Privacy Policy and Victorian Privacy laws
- 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

## **Changing Enrolment Name**

YPS 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 initial 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 on CASES21**

YPS will ensure that:

- Enrolment data is entered at the beginning of the year for Foundation students
- Data is:
  - Added when students transfer
  - Updated when changes occur, such as guardianship
  - Reviewed half yearly, specifically parent(s)/carer(s) contact information
  - Revised annually for State and Commonwealth reporting
  - Updated when informed by parent(s)/carer(s) of changes to family circumstances
  - Records are disposed of in accordance with the *General Disposal Schedule*
  - Student names removed from the enrolment data base are retained in the CASES21 database

## **Maintaining and Using Immunisation Records**

YPS will:

- Obtain copies of official Immunisation Status Certificates from parents/guardians prior to enrolment
- Maintain a file containing Immunisation Certificates
- Attach a copy of the Immunisation Status Certificate to the transfer form when a student transfers to another school
- Refer to Immunisation Status Certificates during disease outbreaks

- Instruct parent(s)/carer(s) of students not immunised to keep their children at home for the recommended period, as outlined in the Department of Health's School Exclusion Table during disease outbreaks.

Immunisation Status Certificates indicate whether students have been immunised against some or all of the following infectious diseases:

- Hepatitis
- Diphtheria
- Tetanus
- Pertussis (whooping cough)
- Poliomyelitis
- Haemophilus influenza type B
- Pneumococcal
- Rotavirus
- Measles
- Mumps
- Rubella
- Meningococcal
- Varicella (chicken pox)

#### **Parental Signature Requirements**

- "Parent" are defined in the Family Law Act 1975
- In the absence of a current court order, each parent of a child who is not 18, has equal parental responsibility
- Only one parental signature is required for enrolment
- In instances where parents are separated, a copy of any existing court order is required if it has an impact on the relationship between the family and the school
- Informal carers:
  - Require a statutory declaration which applies for 12 months
  - 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 eg. excursions
  - In the event of a dispute between a parent who is legally responsible for a student and an informal carer, the wishes of the parent prevail

#### **When Consent is Disputed**

If parent consent is disputed, the YPS principal and staff will:

- Avoid becoming involved
- Avoid favouring one parent over the other
- Act in accordance at all times with the best interests of the student and the school community
- Act sensitively and realise that a solution, satisfactory to both parents, may not be possible

#### **Incomplete Admission Information**

The Principal may defer admission of a student if the Principal:

- Requests that the enrolling parent or guardian provide the missing information
- Advises the parent or guardian they are legally responsible for ensuring a child of school age attends school

The Principal may conditionally enrol the student even if the required information is not provided, and further delay in enrolling the student is likely to affect the student's education and wellbeing, provided that the principal:

- Records the enrolment conditions
- Advises the parent or guardian in writing that the enrolment is conditional upon providing the missing information, and will only be completed when these conditions are met

### **Resources**

- [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)
- [www.education.vic.gov.au/pages/privacypolicy](http://www.education.vic.gov.au/pages/privacypolicy)
- Family Law Act 1975
- [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) for General Disposal Schedule
- [www2.health.vic.gov.au/.../Minimum-Period-of-Exclusion-from-Primary](http://www2.health.vic.gov.au/.../Minimum-Period-of-Exclusion-from-Primary)