



ENROLMENT

Policy & Guidance

- Under the Education and Training Reform Act 2006 (Vic):
 - Schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. This applies to all schools including mainstream, specialist, and government English language schools or centres.
 - Every Victorian student has a legislated right to enrol at their designated neighbourhood school (section 2.2.13) and may be enrolled at another school subject to sufficient accommodation (section 2.2.14).
 - Victorian government schools must refer to the Enrolment in a Victorian Government School Guidelines (see Guidance tab), for details on:
 - age eligibility, including exceptions and exemptions from the maximum and minimum school age requirements and processes
 - determining designated neighbourhood school areas and zones
 - Department policy requirements relating to placement of students (Placement Policy) and enrolment management
 - enrolment appeal processes and requirements
 - determining permanent residence of students and families
 - required documentation and information when enrolling students
 - transfers between schools
 - concurrent enrolment for students entering youth justice or secure welfare
- To enrol in a Victorian government school, an applicant must:
 - be an Australian citizen, or a student with relevant specified visas or [Immicard](#). Refer to: [International Student Program \(ISP\)](#).
 - meet the age eligibility requirements set out in these Guidelines (based on the requirements set out in the Education and Training Reform Regulations 2017 (Vic))

Purpose

- To ensure Altona 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
 - Education and Training Reform Regulations 2007 (Vic)
 - Family Law Act 1975 (Cth)
 - Public Health and Wellbeing Act 2008 (Vic) and
 - Public Health and Wellbeing Regulations 2019 (Vic)

Definition

The designated neighbourhood school (school zone) is usually the school that is nearest the student's permanent residence, unless the Regional Director:

- needs to restrict new enrolments at a school
- has designated the neighbourhood boundaries for the school

School zones are generally determined by the nearest school by straight line distance in metropolitan areas and major regional cities, or the nearest school by shortest practical route in regional areas.

The straight line is used in metropolitan areas and major regional cities because it is generally the most reliable method for determining the 'closest' school.

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 SS 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/carers 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](#)

Placement

The Department's Placement Policy embeds the legal entitlement for students to enrol at their designated neighbourhood school, and to enrol at another school if there is sufficient accommodation. All Victorian government schools must manage enrolments in accordance with this Placement Policy, except those schools where the Minister has approved specific entry criteria.

The Placement Policy has changed since the beginning of the 2020 school year. All enrolment decisions made from the start of Term 2, 2020 should be made in accordance with the current Placement Policy as outlined on the website below.

- Please refer also the school's *Admission Policy, Immunisation/Exclusions (Infectious Diseases) Policy, Privacy & Information Sharing Policy, Transfers Policy, International Student Program Policy, the Health Care Needs Policy* and the *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 June 2020).

An operational policy

School Council Approval No Longer Required

Reference:

<https://www2.education.vic.gov.au/pal/enrolment>