



ENROLMENT POLICY

RATIONALE

All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

AIMS

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.

GUIDELINES

1. Only Australian residents or persons with appropriate resident status can enrol in government schools.
2. When a student enrolls at a government school for the first time, the principal should ascertain the student's resident status and eligibility for enrolment and obtain and file copies of:
 - a birth certificate for Australian born resident students
 - citizenship papers, passport or travel documents for non-Australian resident or non-Australian born students (for non-resident students who are exempted by International Students Unit from fee payment, the letter provided by the unit verifying the student's SGB funding status)
 - an immunisation certificate (for primary-aged students only).
3. Where a student transfers to a school from another government school, the transferring school should provide this information to the receiving school. Otherwise, the receiving school should obtain copies of the relevant documents when the student is enrolled.

IMPLEMENTATION

- Prior to enrolment prospective parents are invited to contact the school to organise a school visit and to collect information handbooks about the school.
- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year) A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- Other parents seeking early age entry for their children must make a written application to the Regional Director.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels is in itself insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.

- All enrolments will require the completion of the DEECD 'Confidential Student Information Enrolment Form', with details entered immediately on CASES. This table describes how schools maintain student information in CASES21.

Stage Description

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| 1 | Enrolment data is entered for students who are new to the Victorian government school system.
Data is: |
| 2 | <ul style="list-style-type: none"> • confirmed/updated and signed by the parent/guardian when students transfer • updated when changes occur, such as guardianship • reviewed half yearly, specifically parent/guardian 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 of changes to family circumstances. |
| 3 | Records are disposed of in accordance with the General Disposal Schedule. See: Archives and Records Management |

Note: Where students are moving from one government school to another government school, student data can be transferred using CASES21 (mandatory from July 2017) and:

- parents are not required to complete a new enrolment form if data is transferred using CASES21
- schools must not create a new student 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 for checking, updating and signing to ensure student data is current and accurate.

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.

- Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that it is the commencement of the school year or the commencement of term 3, or if the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.

- The principals will make contact of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interests of the student.
- As part of the enrolment process parents will be asked to complete a number of official forms that include: Photo authority form, Public Transport Victoria travel form etc.
- Students will be allocated to a class depending on year level. Walwa Primary school has 2 classes, p,1,2,3, and second class is from 4,5,6.

This policy was last updated on February 2018 and is scheduled for review on February 2022.

Please note that if this policy is printed it may be out of date.