

Enrolment

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 Essendon Keilor College 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 will:
 - enrol eligible children who are new to the Victorian government school system
 - 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 students transfer
 - updated when changes occur
 - 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
- 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.
- 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 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.
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 - 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.

Immunisation

- 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: It is not sufficient to sight the stamped immunisation booklet.
- 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 will be instructed to keep their children at home for the recommended period, as outlined in the Department of Health's School exclusion table, see: [Immunisation](#)

Secondary schools play an important role in supporting immunisation by forming an effective relationship with their local council and ensuring effective facilitation of their school's vaccine program.

In particular, the school is encouraged to:

- appoint a School Immunisation Coordinator to manage the school's vaccine program.
- ensure the School Immunisation Coordinator liaises with the local council immunisation officer in the local municipality.
- support the distribution and collection of all vaccine consent forms and obtain completed forms from parents and guardians.
- make use of immunisation resources available from the Department of Health and Human Services (Immune Hero) and your local council to assist with communication to students, parents, teachers and the wider school community about school-aged vaccines.
- ensure appropriate resources and environments are available for the program to run smoothly.

For information on the current schedule of vaccines delivered as part of the secondary school vaccine program, the school will refer to the: [National Immunisation Program Schedule](#)

- 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 are disposed of in accordance with the General Disposal Schedule. See: [Archives and Records Management](#)
- Please refer also 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 mid-July 2017).

Reference:

www.education.vic.gov.au/school/principals/spag/participation/pages/enrolment.aspx