



Donald Primary School

ENROLMENT & ADMISSION POLICY

PURPOSE:

To ensure:

- Enrolment of eligible students
- maintenance of enrolment data
- maintenance of custodial role of the school

ADMISSION TO SCHOOL:

Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged.

➤ **Before admitting a student the school must:**

- collect relevant admission information
- obtain a completed enrolment form
- provide a privacy notice to the enrolling parent explaining the use to be made of admission information.
- collect and record an immunisation status certificate

➤ **For admission, all applicants must be:**

- an Australian citizen, or a student with relevant specified visas or Immicard
- deemed eligible and approved for enrolment by the principal or relevant regional director.

➤ **Age eligibility and approval requirements**

Regulations establish the minimum and maximum ages for enrolment in government schools.

Schooling is compulsory for students aged from 6 – 17 years unless an exemption from attendance has been granted.

The following arrangements apply to new enrolments that either:

- can be made by principals without further approval, or
- require regional office or other approval.

Principal responsibility to ensure eligibility and approve the admission of individuals who:

- are of compulsory school age, those aged between 6 and 17 years who are at least 5 years of age by 30 April of the year of enrolment
- meet the following category, to which the age requirements do not apply:

Early age entry

Early age entry must be:

- requested in writing to the regional director by parent/guardians
- approved in writing by the regional director
- approved by the principal, where students are transferring from an interstate school to a Victorian government school, and on receipt of evidence (to their satisfaction) of previous enrolment and full time school attendance.

Note: The regional director will only grant early entry in exceptional circumstances when there are strong grounds for believing long-term educational disadvantage would otherwise occur.

On admission schools consider the following in determining a student's school readiness:

- entry assessment from kindergarten;
- informal observations to assess development, literacy and numeracy and academic and social needs.

Information required for admission

Enrolment forms are available at the school office and must include:

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

Further information required for admission.

<p>Identification and student name</p>	<p>For applicants who are:</p> <ul style="list-style-type: none"> ▪ Australian-born, a birth certificate or equivalent ▪ non-Australian-born, a passport or travel document such as a visa or Immicard.
<p>Consent</p>	<p>The signature of:</p> <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> - 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. <p>Notes for informal carer:</p> <ul style="list-style-type: none"> ▪ 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.
<p>Immunisation status certificates</p>	<p>Schools are required to:</p> <ul style="list-style-type: none"> ▪ request information from parents on the immunisation status of each child, i.e. primary student, prior to enrolment i.e. official immunisation status certificate. The immunisation status certificate can be obtained from the local municipal council, Australian Childhood Immunisation Register or General Practitioner. ▪ take a copy of the sighted document and record information on the immunisation status of each enrolled child. <p>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.</p> <p>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.</p>

Incomplete admission information

This table outlines the principal's options when admission information is incomplete.

The principal may	provided that the principal
defer admission of a student for up to 5 days	<ul style="list-style-type: none">▪ 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.
conditionally enrol the student: <ul style="list-style-type: none">▪ 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.	<ul style="list-style-type: none">▪ records the enrolment conditions; and▪ advises the parents or guardians in writing that the enrolment is conditional upon providing the missing information and will only be formally completed when these conditions are met.

ENROLMENT

In line with DET Policy the school will:

- enrol eligible students, who are new to the Victorian government education system under the name contained in the documents supporting their admission; primarily their birth certificate
- keep copies of sighted documents (Note: for primary students this includes an immunisation status 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
 - Victorian privacy laws.

Rule: 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

Schools 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 conditional 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

This table describes how schools maintain the enrolment database.

Stage	Description
1	Enrolment data is entered at the beginning of the year for Prep and new students.
2	Data is: <ul style="list-style-type: none">▪ added when students transfer▪ updated when changes occur, such as guardianship▪ reviewed half yearly, specifically parent/guardian contact information,▪ 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.

Maintaining and using immunisation records - primary students

Immunisation status certificates indicate whether primary students have been immunised against some or all of the following infectious diseases:

- hepatitis
- diphtheria
- tetanus
- pertussis (whooping cough)
- poliomyelitis
- rubella
- meningococcal
- varicella (chickenpox).
- *Haemophilus influenzae* type B
- pneumococcal
- rotavirus
- measles
- mumps

This table describes how the school will maintain and use immunisation records for primary students.

Stage	Description
1	Obtain copies of official immunisation certificates from parents/guardians prior to enrolment. Note: It is not sufficient to site the stamped immunisation booklet.
2	Maintain a file containing immunisation certificates. Note: If students transfer to another school a copy of the immunisation status certificate should be attached to the transfer form.
3	During disease outbreaks refer to student immunisation status certificates. Instruct parents/guardians 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.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

This Policy was ratified by School Council in 21st July 2020