

Bundoora Primary School Policy Manual	MANAGEMENT POLICY School Enrolment Policy	Last ratified by School Council in: 26 th July 2017
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If further information is required, please refer to the DET Guidelines.

1.0 VISION

- 1.1 To ensure that all eligible students in the Bundoora Primary School (BPS) neighbourhood have access to the school and its facilities.

2.0 ACTION

- 2.1 Under the *Education and Training Reform Act 2006*, school is compulsory for students aged between six and 17 years unless an exemption from attendance has been granted. (See <http://www.education.vic.gov.au/school/principals/spag/participation/Pages/att3endance.aspx>)
- 2.2 Children who will be aged five by 30th April of their Prep school year are deemed eligible to apply for enrolment at primary school.
- 2.3 Schools must 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, however, a current passport will be accepted.
- 2.4 Schools must keep copies of sighted documents (NB: for primary school students this includes an up to date immunisation status certificate, see 2.15) and verify changes to student enrolment names. Schools must also maintain and update student details obtained on enrolment and keep all information confidential. All information must be managed in accordance with the *Department of Education and Training Complete Privacy Policy* under Victorian Privacy Laws.
- 2.5 At the time of the child's enrolment in a Victorian government school, a Victorian Student Number (VSN) is allocated to each student in the name certified in admission documents. When students transfer between schools, the name will remain as the name attached to the VSN, unless new legal documentation with an amended name is provided.
- 2.6 Schools can change the name under which a student is enrolled if:
- new legal documentation with an amended name is provided, such as an: officially amended birth certificate, a proof of adoption document or a court order authorising another name.
 - supporting documentation, which was not originally available, differs from the name provided during conditional enrolment (see 2.7 for definition of *conditional enrolment*).
 - proof is provided that the enrolling parent/carer or the student is using another name under a scheme designed to ensure their safety, such as witness protection.
- 2.7 At the time of enrolment, along with the student's enrolment form, Bundoora Primary School will also request signed permission for the following:
- PG Rated supervised movie consent
 - email contact agreement
 - photography consent
 - digital media consent
 - head lice checks

Enrolment will be considered conditional until all required paperwork has been submitted. Information will also be given to parents/carers regarding our school uniform, Out of School Hours (OSHC) Program and our School App (to be replaced by Compass in 2017).

- 2.8** Parent/carers will be sent a letter of confirmation accepting their child's enrolment within seven days of receipt of application.
- 2.9** The *Bundoora Bulletin* newsletter will then be emailed to parents/carers, when it is issued fortnightly, to keep them informed about school events and key dates.
- 2.10** If a child has special needs, information relating to this, along with recommendations from the child's kindergarten, child care workers or previous teachers, will be requested from parents/carers during the enrolment process. For Prep students, information pertinent to their special needs should be received no later than Term 2 of the year prior to commencement. This is essential so that the necessary assessments and applications can be reviewed and submitted in time to be actioned for the start of the school year. For Year 1-6 students, pertinent information should be shared at the time of enrolment.
- 2.11** The school will set dates and times for school tours, transition events and information sessions so that parents/carers are given every opportunity to make an informed decision about their child's enrolment at BPS. Parents/carers are encouraged to attend one or more of these events where possible.
- 2.12** Enrolment data is:
- confirmed/updated and signed by the parent/carer when students transfer from another school;
 - updated when changes occur, such as guardianship, address, contact, employment or medical details;
 - reviewed yearly, specifically parent/carer contact information;
 - revised annually for State and Commonwealth reporting;
 - updated when the school is informed by parents/carers of changes to family circumstances.
- 2.13** If students are moving from one government school to another government school, there will be communication between schools to ensure the student's eligibility for enrolment. Student data can be transferred using CASES21 (mandatory from July 2017). Parents/carers are not required to complete a new enrolment form if data is transferred using CASES21, however, schools are required to send a copy of the *Student Enrolment Information Form* to the parent/carer for checking, updating and signing to ensure student data is current and accurate.
- 2.14** Families in Australia on a temporary/visiting visa, will be required to contact International Education division to determine whether or not their child is required to be enrolled as an International Student. This will be dependent on their visa subclass status. Contact with the International Education Division can be made via phone: (+61 3) 9637 2990, via email: international@edumail.vic.gov.au or through International Education Division's Online Application Module (www.study.vic.gov.au).
- Parents/carers may be required to present a letter, to the International Education Division, confirming that BPS is prepared to offer their child a position at the school. If this is the case, the parent/carer should contact the school to arrange this.
- 2.15** Schools will obtain copies of official immunisation status certificates from parents/carers prior to enrolment. It is not sufficient for the school to sight the child's *Health and Development Record Book*. The Australian Immunisation Register (AIR) *Immunisation History Statement* is

the preferred document to be received to verify immunisation status. Homeopathic treatment is not a legally recognised form of immunisation, therefore, it cannot be listed on an immunisation status certificate.

2.15.1 To obtain an immunisation status certificate or to seek further information, parents/carers can contact the Australian Immunisation Register via phone: 1800 653 809, or visit their local Medicare Office, or print a copy of their child's Immunisation History Statement from their family's MyGov account.

2.15.2 If primary students transfer to another primary school, a copy of their immunisation status certificate should be sent to the receiving school.

2.15.3 If an outbreak of an infectious disease occurs at the school, non-immunised students are requested to not attend school until the risk has ceased.

2.16 In accepting enrolment at BPS, parents need to abide by the policies of the school. Please refer to the school website for detailed policies www.bundooraps.vic.edu.au

3.0 REVIEW

The *Enrolment Policy* will be reviewed regularly, as part of the school's policy review process.