**POLICY DETAILS**

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| **Policy Title** | Student Enrolment Policy |
| **Creation Date** | 15th September 2009 |
| **Review Date** | 19th October 2021 |
| **Ratified** |  |

**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 the students and the school.

**IMPLEMENTATION**

* All children who are eligible to attend a Victorian Government school are welcome to attend our school.
* A DGPS we know that schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. 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).
* Students enrolling at our school as part of our foundation 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) and an Immunisation Certificate from the relevant local Council Health Department or history statement from the Australian Childhood Immunisation Register (ACIR which must state “This child has received all vaccines required by 5 years of age”.  
  If a certificate/history statement has not been supplied to the school for a student and there is an outbreak of any kind then those students and un-immunised students will be excluded from school for the period indicated by the regulations.
* 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 and follow the Early Enrolment Policy.
* Information regarding the enrolment of overseas students can be obtained from the International Student Program through which they are applying. The program must comply with Victorian school’s enrolment requirements
* Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
* All students will be allocated a unique student identification number (if they do not already have one) known as the ‘Victorian Student Number’. Further information about this can be obtained at wwwvcaa.vic.edu.au.
* A staff member will contact Principals 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 request the deferring of an admission with the Regional Director, in order that enquiries of the previous school/s are carried out in the interests of the student.

**PROCEDURE**

1. Prospective students will need to obtain an enrolment pack from the administration office.

Within this pack, you will find:

* Information Booklet
* A ‘Starting Primary School’ immunisation brochure
* A ‘Treating and Controlling Headlice’ brochure
* A primary school privacy notice
* A comprehensive Student Enrolment form
* A brochure that explains Parental Occupation Group Codes
* A form that is for Photo/Image publication consent & Local Excursion consent

The following must be completed and returned to the administration office:

* The comprehensive Student Enrolment form
* The form that is for Photo/Image publication consent & Local Excursion consent

Additional information that must be provided with your enrolment are listed below.

* Proof of age (ie: birth certificate)
* Immunisation History (ie: history statement from the Australian Childhood Immunisation Register)
* Prior school records (if applicable)
* Medical statements or clearances or recommendations (if applicable)
* Any other documentation that is relevant to your child’s enrolment

1. All documents will be reviewed by the Administration Staff and anything missing will be requested
2. Once all documentation has been received and is complete – you will be notified by letter of your child’s enrolment and further instructions about starting will be given. Please note – your enrolment will not be completed until all documentation has been received.

**POLICY REVIEW**

This policy will be reviewed in conjunction with the school Principal each year by the elected School Council. Any changes will be made in accordance to the Victorian Education Department and VRQA guidelines. All revisions will be documented.

**RELATED POLICIES**

* [Attendance](https://www2.education.vic.gov.au/node/29)
* [Decision Making Responsibilities for Students](https://www2.education.vic.gov.au/pal/decision-making-responsibilities-students/policy)
* [Exemptions from School Attendance and Enrolment](https://www2.education.vic.gov.au/pal/exemption-school-attendance-and-enrolment)
* [Expulsions](https://www2.education.vic.gov.au/pal/expulsions/policy)
* [Home Schooling and Partial Enrolments](https://www2.education.vic.gov.au/pal/home-schooling-and-partial-enrolments/policy)
* [Immunisation](https://www2.education.vic.gov.au/pal/immunisation/policy)
* [International Student Program (ISP)](https://www2.education.vic.gov.au/node/1192)
* [Privacy and Information Sharing](https://www2.education.vic.gov.au/pal/privacy-information-sharing)
* [Suspension](https://www2.education.vic.gov.au/pal/suspensions/policy)
* [Transition — Year 6 to 7](https://www2.education.vic.gov.au/node/1807)
* [Transition — Early Childhood to School](https://www2.education.vic.gov.au/pal/transition-early-childhood-school)

**REVISION HISTORY**

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| Version | Date | Revisions Made |
| 1 | 15/9/09 | Policy created |
| 2 | 10/5/17 | Policy overhauled. Inclusion of Revision History and Policy Details. Change of name to Student Enrolment Policy. Inserted Footer details. Inclusion of procedure. |
| 3 | 20/08/21 | Policy overhauled. Inclusion of Revision History and Policy Details. Inserted Footer details. Inclusion of related policies |