



ENROLMENT POLICY

As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements.

The school will be a school without a zone but with a neighbourhood and it will take all students who make inquiries from its neighbourhood.

The enrolment policy of the school will take account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.

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.

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.

An enrolment register will be maintained, using CASES21.

The school will:

- keep copies of sighted documents, including an immunisation status certificate
- verify changes to student enrolment names
- maintain student details and movements in the enrolment history
- review and update enrolment information half yearly, or more often, when informed by parents of changes to family circumstances, to reflect current student numbers and movement of students into and out of the school
- keep all information confidential and managed in accordance with the Department's privacy policy and Victorian privacy laws.

All records will be disposed of in accordance with the General Disposal Schedule, under Archives and Records Management.

(<http://www.education.vic.gov.au/school/principals/spag/governance/pages/archives.aspx>)

All parents or carers will meet with the principal, prior to enrolment, to ascertain an appropriate year level and learning program. As an inclusive educational setting, the school will provide appropriate programs for all students who are enrolled.

Related policies

- Admission
<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>
- Immunisation
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/immunisation.aspx>
- Information Privacy
<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/privacy.aspx>
- Placement
<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx>
- Transition
<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/transition.aspx>
- Transfers
<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/transfers.aspx>

Related legislation

- *Education and Training Reform Act 2006*
- *Privacy Act*
- *Public Health and Wellbeing Act 2008*
- Public Health and Wellbeing Regulations 2009

Department resources

- Victorian Student Number (VSN)
<http://www.vcaa.vic.edu.au/pages/schooladmin/vsn/index.aspx>

Evaluation

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Date Implemented	1 February, 2014
Approved By	Briar Hill Primary School Council
Approval Authority (Signature & Date)	
Responsible for Review	Principal
Review Date	November, 2015