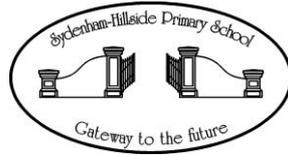


Sydenham-Hillside Primary School No3559



Enrolment Policy

Rationale

At Sydenham-Hillside Primary School we must ensure that our student enrolment processes are compliant with the Department of Education and Training's (DET) requirements, including:

- Eligible students are admitted
- Student placement is determined using consistent criteria
- Necessary enrolment documentation is obtained and accurate records are maintained
- Student transfers are managed properly
- Collect and record an immunisation status certificate and birth certificate
- Sydenham-Hillside Primary School has a DET approved map which marks the designated neighbourhood area determined by distance.

Admission

Children of school age have the right to be admitted to their neighbourhood government school. Before admitting a student, schools must:

- Verify address. This may be done through sighting a rates notice or driver's licence
- Collect relevant admission information
- Obtain a completed enrolment form
- Consult designated neighbourhood area map

An enrolment enquiry is made with a member of the administration team (see attachment). A member of the Leadership Team will review information and notify families of enrolment status. An Enrolment form will be given to parents/guardians during an interview. Students may commence at Sydenham-Hillside Primary School two days after the completed Enrolment form has been returned to the school office with all relevant documentation.

Sydenham-Hillside Primary School has implemented an enrolment strategy that will reflect the Priority Order of Placement clause in the DET's policy. Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Where the Regional Director has restricted the enrolment, students who reside nearest the school.
4. Students seeking enrolment on specific curriculum grounds. (This criterion applies to VCE programs in secondary schools, SEAL Programs, and Select Entry Schools only.)
5. All other students in order of closeness of their home to the school.
6. In exceptional circumstances, compassionate grounds.

Those families outside of our designated neighbourhood area will be referred to their closest neighbourhood government school.

International Students

For families arriving from overseas, school entry is determined by the Visa Subclass Number on your child's Passport. Students unable to enrol directly into the School can enrol via the International Education Division. Please contact them on 03 9637 2990, by email on international@edumail.vic.gov.au or visit their website on www.study.vic.gov.au for further information.

Enrolment Requirements

- 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. (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 DET's privacy policy and 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
 - Proof of adoption
 - Court order authorising another name
- Supporting documentation, which was not originally available, differs from the name provided during conditional enrolment period
- 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 on Cases21

1. Enrolment data is entered at the beginning of the year for Prep.
2. Data is:

- Added when students transfer
- Updated when changes occur, such as guardianship
- Reviewed half yearly, specifically parent(s)/carer(s)/contact information
- Revised annually for State and Commonwealth reporting
- Updated when informed by parent(s)/carer(s) of changes to family circumstances.

Note: Student names removed from the enrolment database are retained in the Cases21 database.

Records are disposed of in accordance with the General Disposal Schedule.

Maintaining and using Immunisation Records

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
- Haemophilus influenza type B

- Pneumococcal
- Rotavirus
- Measles
- Mumps
- Rubella
- Meningococcal
- Varicella (chickenpox)

1. Obtain copies of official immunisation certificates from parents/guardians prior to enrolment.
2. Maintain a file containing immunisation certificates.

Note: If a student transfers to another school a copy of the immunisation status certificate should be attached the transfer form.

3. During disease outbreaks refer to student immunisation status certificates.

Instruct parent(s)/carer(s) 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.

Information required for Admission

Enrolment forms are available on Cases21 and must include:

- Date of birth (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 student's current year level, where students transfer from another school.

Further Requirements

The signature of:

- Parent as defined in the *Family Law Act 1975*
Note: In the absence of 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 for Informal Relative Carers form. Carers:
 - May be a relative or other carer
 - Have a day-to-day care of the student with the student regularly living with them
 - May provide any other consent required, eg excursions

Note: Statutory Declarations apply for 12 months. The wishes of the parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

Where consent is disputed

When (parent) consent is disputed, principals and staff should:

- Avoid becoming involved
- Avoid favouring one parent
- Act in accordance at all times with the best interests of the student and the school community
- Act sensitively and realise that a resolution satisfactory to both parents may not be possible.

Incomplete Admission Information

The principal may defer admission of a student up to 5 days provided that the principal:

- 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 the school.

The principal may conditionally enrol the student if the information is not provided after 5 days and further delay in enrolling the student is likely affect the student's education and wellbeing, provided that the principal:

- 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.

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Evaluation

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

This policy has been ratified by School Council on 23/02/2017

Principal

School Council President
