



Enrolment Policy

(ratified by School Council September 2014)

RATIONALE

Glen Waverley Primary School is a highly sought after and extremely popular Victorian Government school located in the suburb of Glen Waverley; hence enrolments are required to be managed respectfully and with empathy.

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.

AIM

To ensure that Glen Waverley Primary School:

- Enrols eligible students
- Maintains enrolment data
- Maintains their custodial role.

IMPLEMENTATION.

Before admitting a student schools 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 – primary students.

For admission, all applicants must be:

- Preparatory Year children (first year students) must be 5 years of age by 30th April to be eligible for enrolment.
- An Australian citizen, or a student with relevant specified visas, see : [International Student Program](#) DEECD webpage
- Deemed eligible and approved for enrolment by the principal or relevant regional director

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 on CASES21 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

Below is further information required for admission.

The signature of:

- 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:
 - 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.

Identification and student name

For applicants who are-

- Australian-born, a birth certificate or equivalent
- non-Australian-born, a passport or travel document such as a visa.

Consent

Schools are required to:

- 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.

Immunisation status certificates

- 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.
- 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.

The school must

- Enroll 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

REFERENCES

- DEECD - School Policy and Advisory Guide:
<http://www.education.vic.gov.au/school/principals/spag/Pages/azindex.aspx>
- Education and Training Reform Act 2006
[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/\\$FILE/06-024a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/$FILE/06-024a.pdf)
- Information Privacy Act 2000 <https://www.privacy.vic.gov.au/privacy/web2.nsf/files/the-information-privacy-principles-schedule-1-of-the-act>
- Public Health and Wellbeing Act 2008
[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/8B1B293B576FE6B1CA2574B8001FDEB7/\\$FILE/08-46a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/8B1B293B576FE6B1CA2574B8001FDEB7/$FILE/08-46a.pdf)
- Public Health and Wellbeing Regulations 2009
[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/b05145073fa2a882ca256da4001bc4e7/A3B0A9845FD0980ACA25768D002AB0B5/\\$FILE/09-178sr.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/b05145073fa2a882ca256da4001bc4e7/A3B0A9845FD0980ACA25768D002AB0B5/$FILE/09-178sr.pdf)

Related Legislation

- *Family Law Act 1975*

EVALUATION

This policy will be reviewed in accordance with the Glen Waverley Primary School Policy Review Timeline, more often if necessary due to changes in regulations or circumstances.

Due Date of Review:

Due for Review in November 2015