

# ENROLMENT POLICY



*Charles La Trobe College takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safety Standards as specified in Ministerial Order No. 870 (2015)***

## RATIONALE

- Students of school age have the right to be enrolled at and admitted to their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged.
- Students must attend the nearest school to be entitled to free school contract bus travel or a conveyance allowance.
- Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order:
  - Student for whom the school is the designated neighbourhood school.
  - Student with a sibling at the same permanent address who are attending the school at the same time.
  - Where the Regional Director has restricted the enrolment, students who reside nearest the school.
  - Students seeking enrolment on specific curriculum grounds.
  - All other students in order of closeness of their home to the school.
  - In exceptional circumstances, compassionate grounds.
- Appeals are considered based on the following Department placement principles:
  - provide each student with a place in the designated neighbourhood school
  - provide parents/carers with an opportunity to enrol their student at the same school as an older sibling who resides at the same address
  - allow parents/carers to send their student to any alternative school where space is available
  - contain enrolments in each school within the limits of available resources as determined by the Regional Director.
- The Regional Director has the authority to effect placement of students.
- Enrolment can be arranged by the Principal without further approval or by reference to the Regional Director e.g. for early age enrolment.
- 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.

## PURPOSE

- To ensure Charles La Trobe College enrolls eligible students, maintains enrolment data and discharges its custodial role.
- To ensure the school complies with DET enrolment policy and guidelines.
- To ensure the school complies with the legislative requirements of the:
  - *Education and Training Reform Act 2006*

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- *Privacy Act*
- *Public Health and Wellbeing Act 2008 and*
- *Public Health and Wellbeing Regulations 2009.*

## DEFINITION

The designated neighbourhood school is the school that is nearest the student's permanent residence, unless the Regional Director needs to restrict new enrolments at a school or has designated the neighbourhood boundaries for the school. Each campus of a multi-campus school has its own designated neighbourhood.

## Enrolment Agreement

An Enrolment Agreement with parents or guardians which covers codes of conduct, fees, educational services provided, and the grounds on which the Enrolment Agreement may be terminated is publicly available on the school website. Parents and guardians are also able to access enrolment forms, the parent payment policy and a schedule of charges for the school.

Grounds on which a student's enrolment may be terminated may be accessed at [https://www.education.vic.gov.au/Documents/school/teachers/studentmanagement/ExpulsionpolicyforPrincipals\(PDF\).pdf](https://www.education.vic.gov.au/Documents/school/teachers/studentmanagement/ExpulsionpolicyforPrincipals(PDF).pdf)

## *Parent Payment Policy and Schedule of Charges*

The College Parent Payment Policy and Schedule of Charges covers payments for essential education items, optional extras and voluntary financial contributions that schools may request, and the parameters, terms and conditions within which these requests may be made.

This school-level policy ensures that parent payments are kept to a minimum and do not exceed the cost of the relevant materials or services to the student.

The Parent Payment Policy and Schedule of Charges for both the Primary School and the Secondary School are available online for down-loading on the College website.

## IMPLEMENTATION

- The school will:
  - enrol eligible students who are new to the Victorian government school system
  - keep copies of sighted documents including an immunisation status certificate
  - verify any changes to student enrolment names
  - maintain and update student details obtained on enrolment
  - keep all information confidential and managed in accordance with DET's privacy policy and Victorian privacy laws.

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- Enrolment data is entered for students who are new to the Victorian government school system. Data is:
  - confirmed/updated and signed by the parent/carer when students transfer
  - updated when changes occur, such as guardianship
  - reviewed half yearly, specifically parent/carer contact information, see: CASES21 Administration User Guide for guidance including processes for generating the
  - Student Enrolment Information Form and Student Information Full Details Report, see: CASES21
  - revised annually for State and Commonwealth reporting
  - updated when informed by parents/carers of changes to family circumstances.
- Where students are moving from one government school to another government school, student data can be transferred using CASES21 (mandatory from July 2017) and:
  - parents are not required to complete a new enrolment form if data is transferred using CASES21
  - schools must not create a new student record in CASES21 – this will create a duplicate record
  - schools are required to send a copy of the Student Enrolment Information Form to the parent for checking, updating and signing to ensure student data is current and accurate.
- If requested, the school 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, proof of adoption, court order authorising another name, supporting documentation, which was not originally available, differs from the name provided during conditional enrolment or 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.

Note: The majority of students enrolled prior to 2009, with names different from those appearing on their birth certificate due to previous Department policy; can continue to be enrolled in these names.
- The school will maintain an enrolment database on CASES21 which includes admission forms, transfer information, the register, and class lists. Enrolment data is entered at the beginning of the year for Foundation (Prep) and is added when students transfer and updated if information changes.

All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES 21.

The Campus/Sub-school Principal will explain each aspect of the Charles La Trobe Enrolment Package to new students and parents/carers including the Student Engagement Policy, Student Code of Conduct and bullying and harassment policy and practices.

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The Campus/Sub-school Principal will contact the Principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note and to discuss any academic or behavioural matters. The Principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interests of the student.

Students will be allocated to classes according to a combination of class size and student need.

### IMMUNISATION

The school will check and retain the immunisation status certificate which indicates whether primary students have been immunised against some or all of a number of infectious diseases.

**Note:** In accordance with amendments to 'No Jab No Play' legislation, as of 28 February 2018 only the Immunisation History Statement from the Australian Immunisation Register is acceptable for the purposes of enrolling in a primary school in Victoria. Sighting of the stamped immunisation booklet or documents produced by GPs or other immunisation providers are not sufficient evidence to meet this requirement. The immunisation status of the student must be recorded on CASES21 (whether an Immunisation History Statement has been received or not) and updated when necessary.

The school will maintain a file containing immunisation certificates. This will be referred to if there is an outbreak of disease or if the student transfers in which case it will be attached to the transfer form.

Parents/carers of students not immunised must keep their students at home for the recommended period, as outlined in the Department of Health's School exclusion table, see: [Immunisation](#).

Secondary schools play an important role in supporting immunisation by forming an effective relationship with their local council and ensuring effective facilitation of their school's vaccine program. In particular, the school is encouraged to:

- appoint a School Immunisation Coordinator to manage the school's vaccine program
- ensure the School Immunisation Coordinator liaises with the local council immunisation officer in the local municipality
- support the distribution and collection of all vaccine consent forms and obtain completed forms from parents and guardians
- make use of immunisation resources available from the Department of Health and Human Services (Immune Hero) and your local council to assist with communication to students, parents, teachers and the wider school community about school-aged vaccines
- ensure appropriate resources and environments are available for the program to run smoothly.

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For information on the current schedule of vaccines delivered as part of the secondary school vaccine program, the school will refer to the: [National Immunisation Program Schedule](#).

- The P-6 Campus Principal will request the parent/carer to complete a head lice consent form. Please refer to the Head Lice Management Policy.
- Students with Disabilities and Impairments will be enrolled along with all other eligible students. Concerns relating to resourcing levels is in itself insufficient grounds for delayed admission.
- If the school enrolls international students, CASES21 will be updated to confirm the student's commencement of study within five working days of commencement. Any changes to the student's enrolment should also be recorded in a timely manner. This will ensure an accurate disbursement of funds to the relevant school.
- Records are disposed of in accordance with the General Disposal Schedule. See: Archives and Records Management.
- Please refer also the school's Admission Policy, Immunisation/Exclusions (Infectious Diseases) Policy, Information Privacy Policy, Transfers Policy, International Student Program Policy, the Health Care Needs Policy and the Archives & Records Management Policy.

### EVALUATION

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late February 2018). It was updated 19th February 2019 in compliance with VRQA requirements effective 1 July 2019.

### RATIFICATION

This previous update was ratified by the College Council on 15<sup>th</sup> February 2018. This policy does not require school council ratification.

### REFERENCES

[www.education.vic.gov.au/school/principals/spag/participation/pages/enrolment.aspx](http://www.education.vic.gov.au/school/principals/spag/participation/pages/enrolment.aspx)