



Preston North East
PRIMARY

Enrolment Policy

Purpose:

Preston North East Primary School has a responsibility to provide educational opportunities for the students in its local community. This policy will outline to legal obligations and relevant criteria which dictates the enrollment of students into the school. This will ensure that Preston North East:

- enrolls eligible students
- maintains enrolment data
- maintains its custodial role.

Guidelines for Implementation:

Preston North East Primary 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.
- 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.

Admission and eligibility:

Children of school age have the right to be admitted to their designated neighborhood government school at the beginning of the school year unless an approved alternative placement has been arranged.

Before admitting a student Preston North East 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.

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas,
- deemed eligible and approved for enrolment by the principal or relevant regional director.

Principal Responsibility:

Principals have the responsibility to ensure eligibility and approve the admission of individuals who:

- will attend Early Education Programs in special developmental schools
- are of compulsory school age, those aged between 6 and 17 years who:
 - are at least 5 years of age by 30 April of the year of enrolment
 - are under 18 years of age as at 1 January of the year of enrolment, this applies to all schools including mainstream, specialist, and government English Language schools or centres
- meet the following categories, to which the age requirements do not apply:
 - are under minimum enrolment age seeking to attend, and eligible for, prep transition programs in primary schools, where the aim of the program is to prepare pre-schoolers for primary school
- are seeking to enrol in:
 - Distance Education Centre of Victoria programs not subject to regional office approval
 - programs designed to re-engage people in the education process, such as initiatives targeting young mothers
 - mainstream school programs designed for refugees or those who have recently arrived in Australia
 - may other mainstream school program designed to assist disadvantaged groups or students at risk of not completing an accredited senior secondary course.
- are enrolling in an English language government school or centre if they are:
 - under 18 at 1 January

Regional Director responsibility

Regional Directors have the responsibility to determine eligibility and approve of the admission of individuals who:

- are under the minimum age for enrolment (all schools including specialist)

Early age entry

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

The table below outlines 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.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

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

Consent

- 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.

For applicants who are:

Identification and student name

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

Schools are required to:

Immunisation status certificates - primary students

- 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.

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.

Parents or guardians of secondary student applicants are not required to provide an immunisation status certificate.

Incomplete admission information

This table outlines the principal's options when admission information is incomplete.

<p>The principal may</p> <p>defer admission of a student for up to 5 days</p> <p>conditionally enrol the student:</p> <ul style="list-style-type: none"> • if the information is not provided after 5 days and • further delay in enrolling the student is likely to affect the student's education and wellbeing. 	<p>provided that the principal</p> <ul style="list-style-type: none"> • 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 school. <ul style="list-style-type: none"> • 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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Changing enrolment Name:

A student's enrolment name can be changed if:

- new legal documentation with an amended name is provided, such as:
 - 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.
- 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 Data on Cases²¹

Enrolment data is entered at the beginning of the year for Prep.

Data is:

- added when students transfer
- updated when changes occur, such as guardianship
- reviewed half yearly, specifically parent/guardian contact information,
- Administration User Guide for guidance including processes for generating the Student Information Full Details report,
- revised annually for State and Commonwealth reporting
- updated when informed by parents of changes to family circumstances.

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 influenzae* type B
- pneumococcal
- rotavirus
- measles
- mumps
- rubella
- meningococcal
- varicella (chickenpox).

This table describes Preston North East should maintain and use immunisation records.

Stage Description

- 1** Obtain copies of official immunisation certificates from parents/guardians prior to enrolment.
Note: It is not sufficient to site the stamped immunisation booklet.
Maintain a file containing immunisation certificates.
- 2** Note: If students transfer to another school a copy of the immunisation status certificate should be attached to the transfer form.
During disease outbreaks refer to student immunisation status certificates.
- 3** Instruct parents/guardians 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.

This Policy was Last Reviewed at School Council in March 2022