



Harrietville Primary School

Enrolment Policy 2019

Rationale:

At Harrietville Primary School we must ensure that our student enrolment processes are compliant with the Department requirements, including that:

- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- 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

Aims:

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.

Implementation:

- Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- Other parents seeking early age entry for their children must make a written application to the Regional Director – see Early Enrolment policy.
- Information regarding the enrolment of overseas students can be obtained from the International Student Program (03) 9637 2990.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the Department of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- All students will be given a unique student identification number known as the 'Victorian Student Number'.
- Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that it is the commencement of the school year or the commencement of term 3, or if the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.
- Our Assistant Principal will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admission for one school day 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.

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.

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

Further Requirements:

The signature of:

- Parent as defined in the Family Law Act 1975
- 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

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

References:

<http://www.education.vic.gov.au/school/principals/spag/participation/pages/enrolment.aspx>

<http://www.education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx>

International Student Program (03) 9637 2990

Harrietville Primary School



New Enrolment Enquiry

Parent Name: _____

Child/Children's Names: _____

Year Level/s: _____

Previous School: _____

Interest in Harrietville: _____

New Address: _____

Contact Phone Number: _____

Date: _____