



ENROLMENT POLICY CREEKSIDE K-9 COLLEGE

Last Ratified by School Council September 2020	Review Date September 2023	Responsible for Review School Council
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Purpose

Creekside K – 9 College must ensure that student enrolment processes are compliant with Department requirements including that:

- 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 appropriately

Admission

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.

Before admitting a student schools must:

- collect relevant admission information
- obtain a completed enrolment form
- provide a privacy notice to the enrolling parent which explains how admission information is used
- collect and record an immunisation status certificate - relevant only for primary school students

For admission, all applicants must be:

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

Age eligibility and approval requirements

Regulations establish the minimum and maximum ages for enrolment in government schools.

Schooling is compulsory for students aged from 6 – 17 years unless an exemption from attendance has been granted.

The following are for new enrolments which:

- the principal is authorised to make without the need for further approval
- will require the approval of the regional office or other authority

Principal responsibility

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

- 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
- will attend programs conducted by Registered Training Organisations or other bodies that are separate from the school
- meet the following category, 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 preschoolers 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
 - mainstream school programs designed for refugees or those who have recently arrived in Australia
 - are enrolling in an English language government school or centre if they are under 18 at 1 January

Early age entry

Early age entry must be:

- requested in writing to the regional director by parents/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.

Incomplete Admission Information

The Principal May	Provided that the Principal
Defer admission of a student for up to 5 days	<ul style="list-style-type: none"> ○ requests that the enrolling parent or guardian provide the missing information including: <ul style="list-style-type: none"> - Birth Certificate - Immunisation Status Certificate - Proof of Address ○ advises the parent or guardian they are legally responsible for ensuring a child of school age attends school.
Conditionally enrol the student 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.	<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.

Victorian government schools must refer to the **Enrolment in a Victorian Government School Guidelines** (see Guidance tab), for details on:

- **age eligibility, including exceptions and exemptions from the maximum and minimum school age requirements and processes**
- **determining designated neighbourhood school areas and zones**
- **Department policy requirements relating to placement of students (Placement Policy) and enrolment management**
- **enrolment appeal processes and requirements**
- **determining permanent residence of students and families**
- **required documentation and information when enrolling students**
- **transfers between schools**
- **concurrent enrolment for students entering youth justice or secure welfare.**

Enrolment

Schools must:

- 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

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

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.

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 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 Information in CASES21

- 1) Enrolment data is entered at the beginning of the year for Prep and Year 7.
- 2) Data is:
 - added when students transfer
 - updated when changes occur, such as guardianship
 - reviewed half yearly, specifically parent/guardian contact information, see: CASES21 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.

Note: Student names removed from the enrolment database are retained in the CASES21 database.

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

Note: Schools enrolling international students should update CASES21 to confirm the student's commencement of study within 5 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

Maintaining and using immunisation records - primary students

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).

Schools should maintain and use immunisation records for primary students by:

- 1) Obtaining copies of official immunisation certificates from parents/guardians prior to enrolment. It is not sufficient to site the stamped immunisation booklet.
- 2) Maintaining a file containing immunisation certificates.
- 3) Note: If students transfer to another school a copy of the immunisation status certificate should be attached to the transfer form.
- 4) Referring to student immunisation status certificates during disease outbreaks
- 5) Instructing 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

Placement

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
- has designated the neighbourhood boundaries for the school.

Information of the Creekside K-9 College zone can be found here:

<https://www.findmyschool.vic.gov.au/#school=1890901>

Priority order of placement

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.
- 5) All other students in order of closeness of their home to the school.
- 6) In exceptional circumstances, compassionate grounds.

Appeals - Schools not providing a Year 7 place

Any appeals by parents/guardians against a school's decision not to provide a Year 7 placement are:

- considered by the placement committee at the desired school.
- escalated to the regional director when they cannot be resolved by the desired school.

Appeals are considered based on the following department placement principles:

- each child must be provided with a place in the designated neighbourhood school
- parents/guardians are provided with an opportunity to enrol their child at the same school as an older sibling who resides at the same address
- parents/guardians are allowed to send their child to any alternative school where space is available
- enrolments must be contained within each school within the limits of available resources as determined by the regional director.

Implementation

- The college will enrol a student if they reside in Creekside's school neighbourhood zone.
- The neighbourhood school is defined as the school which is nearest to the student's permanent residential address (defined as straight line distance - front gate to front gate) unless otherwise determined by the Regional Director).
- A council rates notice, rental agreement or statutory declaration may be required for proof of residency.
- The college will make every effort to enrol a student on the basis of a sibling claim but reserves the right to refuse where Creekside is not the designated neighbourhood school.
- To support stability from Kindergarten to Prep every effort will be made to facilitate a placement.

Legislation

- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2007
- Privacy Act
- Family Law Act 1975
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2009

Review cycle and evaluation

This policy was last updated in September **2020** and is scheduled for review in **September 2023**.