

ENROLMENT

DET STUDENT ENROLMENT POLICY

PURPOSE

To ensure that schools:

- enrol eligible students
- maintain enrolment data
- maintain their custodial role.

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.

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 see: Department resources.

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.

- 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 see: Admission
- 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.

Enrolment database CASES21

The enrolment database includes:

- admission forms
- transfer information
- the student register, in primary schools
- class lists

Maintaining enrolment information in CASES21

- Enrolment data is entered at the beginning of the year for Prep and Year 7.

- 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, see: CASES21
- 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.
- Records are disposed of in accordance with the General Disposal Schedule. See: Archives and Records Management

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).

EVALUATION

Date Implemented	2019
Author	
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	May 2020
Responsible for Review	Assistant Principal
Review Date	
References	