



# Willaura Primary School ENROLMENT POLICY



## PURPOSE

To provide all children enrolling at our school a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

## SCOPE

This policy aims to provide an efficient process of enrolment that satisfies the needs of both students and the school.

## DEFINITIONS

Enrolment forms are available on CASES21 and must be completed for students enrolling in a Victorian government school for the first time. Enrolment forms 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 carer
- details of medical and other conditions that may require special consideration
- emergency telephone numbers, including a nominated doctor
- an Immunisation History Statement from the Australian Immunisation Register
- the name of the previous school and the student's current year level, where students transfer from another school. Note: For students transferring from another Victorian government school, data can be imported using CASES21 (mandatory from July 2017).

## POLICY

All children who are eligible to attend a Victorian Government school are welcome to attend Willaura Primary School. All enrolments will require the completion of the Department of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21. 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. Students will be given a unique student identification number known as the 'Victorian Student Number' [Victorian Student Number \(VSN\)](#).

Students will also need to have an immunisation certificate. 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.

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). 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.

Information regarding the enrolment of overseas students can be obtained from the International Student Program.

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.

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. The 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.

#### **RELATED POLICIES AND RESOURCES**

- [Admission](#)
- [Immunisation](#)
- [Information Privacy](#)
- [Placement](#)
- [Transition](#)
- [Transfers](#)

#### **REVIEW CYCLE**

This policy is to be reviewed every 4 years by the Policy Committee.

This Policy was last ratified by the Policy Committee

**28/05/2019**