

WATTLE GLEN PRIMARY SCHOOL ENROLMENT POLICY

PURPOSE

To clarify enrolment priorities for families considering enrolling their child(ren) at Wattle Glen Primary School.

SCOPE

To ensure Wattle Glen Primary School enrolls eligible children, maintains enrolment data and discharges its custodial role. To assist the school in ensuring the school implements fair and consistent enrolment processes and ensuring these are adopted at all times. To ensure the school complies with DET enrolment policy and guidelines and the legislative requirements of the:

- *Education and Training Reform Act 2006*
- *Privacy Act*
- *Public Health and Wellbeing Act 2008* and
- *Public Health and Wellbeing Regulations 2009*

DEFINITIONS

“Designated neighbourhood school” is the school that is nearest the child’s permanent residence, unless the Regional Director needs to restrict new enrolments at a school or has designated the neighbourhood boundaries for the school.

“School” means Wattle Glen Primary School.

DET means Department of Education and Training

POLICY

- In line with Victorian DET policy, to start primary school a child must be five years of age, or older, by 30 April of the year that they start school.
 - Additional supporting documentation will also be sought:
 - *Proof of Birth Date (Birth Certificate or Passport)*
 - *Certificate of Immunization*
- Families are recommended to make an appointment with the Principal where there are circumstances surrounding the enrolment or transition of the child (e.g. special learning needs, medical conditions, family circumstances,)
- An opportunity for school tours by all prospective families will be available and conducted by the Principal prior to enrolment.
- Enrolments for the Prep intake will begin at the commencement of Term 2 in the preceding year and enrolments will be confirmed in writing by the final day of Term 3 where possible.
- Enrolment applications will be accepted for siblings and all other prospective children from Term 1 in the year preceding the actual enrolment.
- Wattle Glen Primary School will conduct a transition program in Term 4, so that prospective children can see their new environment, meet the teachers and see the classrooms prior to the first day of school.
- Enrolment data is entered for children who are new to the Victorian government school system.

Data is:

- *confirmed/updated and signed by the parent/carer when children transfer*
- *updated when changes occur, such as guardianship*
- *reviewed half yearly, specifically parent/carer contact information, see: CASES21 Administration User Guide for guidance including processes for generating the Student Enrolment Information Form and Student Information Full Details Report, see: CASES21*
- *revised annually for State and Commonwealth reporting*
- *updated when informed by parents/carers of changes to family circumstances*

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

If requested, the school can change the name under which a child is enrolled if new legal documentation with an amended name is provided, such as an 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 or proof is provided that the enrolling parent/carer or the child is using another name under a scheme designed to ensure their safety, such as witness protection.

Note: The majority of children 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. The school will maintain an enrolment database on CASES21 which includes admission forms, transfer information, the register, and class lists. Enrolment data is entered at the beginning of the year for Foundation (Prep) and is added when children transfer and updated if information changes.

The school will check and retain the immunisation status certificate which indicates whether primary children have been immunised against some or all of a number of infectious diseases. Note: It is not sufficient to sight the stamped immunisation booklet. The school will maintain a file containing immunisation certificates. This will be referred to if there is an outbreak of disease or if the child transfers, in which case it will be attached to the transfer form.

Parents/carers of children not immunized are encouraged to keep their children at home for the recommended period, as outlined in the Department of Health's School exclusion table, see: Immunisation.

Where children are moving from one government school to another government school, enrolment data can be transferred using CASES21 (mandatory from July 2017) and:

parents/carers are not required to complete a new enrolment form if data is transferred using CASES21 schools must not create a new record in CASES21 – this will create a duplicate record schools are required to send a copy of the Student Enrolment Information Form to the parent/carer for checking, updating and signing to ensure data is current and accurate.

The school will request the parent/carer to complete a head lice consent form. Please refer to the Head Lice Management Policy.

If the school enrolls international children CASES21 will be updated to confirm the child's commencement of study within five working days of commencement. Any changes to the child's enrolment should also be recorded in a timely manner. This will ensure an accurate disbursement of funds to the relevant school.

Please refer also the school's Admission Policy, Immunisation/Exclusions (Infectious Diseases) Policy, Information Privacy Policy, Transfers Policy, International Student Program Policy, the Health Care Needs Policy and the Archives & Records Management Policy.

REVIEW AND POLICY HISTORY

This policy is due for formal review each year although it may be changed at any time as required after discussion with School Council and the Principal or if guidelines change.

Reviewed May 2022

