

ENROLMENT POLICY

PURPOSE:

A smooth transition enables newly enrolled students to become part of our school with a minimum of disruption and maximum support.

AIM:

For Pascoe Vale North Primary School to admit all children of school age if we are their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged. Schooling is compulsory for students aged 6 – 17 years unless an exemption from attendance has been granted.

GUIDELINES:

Before admitting a student, schools must:

- Collect relevant admission information, including evidence of date of birth/age (a birth certificate or passport are acceptable documents for this purpose).
- Obtain a completed enrolment form
- Provide a privacy notice to the enrolling parent explaining the use to be made of admission information. For sample notices see: Privacy within Department resources
- Collect and record an immunisation status certificate – primary students (for information on how to obtain this certificate see Appendix 1)

IMPLEMENTATION:

For admission, all applicants must be:

- An Australian citizen, or a student with relevant specified visas, see: Vic Gov't Schools - International Student Program on 9637 2990 or international@edumail.vic.gov.au
- Deemed eligible and approved for enrolment by the Principal or relevant Regional Director.

Information required for admission:

Enrolment forms are available on CASES21 and must include:

- For applicants who are Australian-born, a birth certificate showing date of birth or equivalent and for non-Australian-born, a passport or travel document such as a visa. (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). A copy will be taken of this document and kept in the students file.
- 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.

Immunisation status certificates - primary students

Schools are required to:

- Request information from parents on the immunisation status of each child. The immunisation status certificate can be obtained from the local municipal council, Australian Childhood Immunisation Register or General Practitioner.
- Take a copy of the sighted document and record information on the immunisation status of each enrolled child.

- Parents or guardians must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised. Note: Homeopathic immunisation is not a recognised form of immunisation, and therefore cannot be listed on an immunisation status certificate.
- Prospective students will not be prevented from enrolling in primary school if they have not been immunised.
- Collecting immunisation status certificates will assist health authorities in protecting students in the event of a vaccine-preventable disease occurrence at the school. An unvaccinated student may be excluded from school for a period of time in the event of such an occurrence.

Early age entry

Early age entry must be:

- Requested in writing to the Regional Director by parent/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.

On admission, schools consider the following in determining a student's school readiness:

- Entry assessment from kindergarten;
- Informal observations to assess development, literacy and numeracy and academic and social needs.

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

- Will attend Early Education Programs in special developmental schools
- 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.

Appendix1. How do I obtain an immunisation status certificate?
From the Australian Childhood Immunisation Register

- phone 1800 653 809 or
- email acir@medicareaustralia.gov.au
- www.medicareaustralia.gov.au/online
- visit your local Medicare Office

Ref: www.education.vic.gov.au/school/principals/spag/participation/pages/admission

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in February 2017

Name of School Council President: Nick Bliss

Signature of School Council President:.....