

BORONIA K-12 COLLEGE

ENROLMENT POLICY

Rationale

Children of school age have the right to be enrolled in their designated neighbourhood government school at the beginning of the school year unless extenuating circumstances prevail. Relevant enrolment data is to be maintained by schools in a secure place and updated on a regular basis.

An enrolment policy will help to ensure schools admit eligible students.

Aim

To ensure that schools:

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

Prerequisite Policy

- [Admission](#)

Implementation

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
- 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 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.

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 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

This table describes how schools maintain the enrolment database.

Stage	Description
1	Enrolment data is entered at the beginning of the year for Prep and Year 7.
2	<p>Data is:</p> <ul style="list-style-type: none"> • added when students transfer • updated when changes occur, such as immunisation status, 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 (staff access only) • revised annually for State and Commonwealth reporting • updated when informed by parents of changes to family circumstances. <p>Note: Student names removed from the enrolment database are retained in the CASES21 database.</p>
3	Records are disposed of in accordance with the General Disposal Schedule. See: Archives and Records Management

Maintaining and using immunisation records

Immunisation certificates indicate that students have been immunised against diphtheria, tetanus, whooping cough (pertussis), polio, measles, mumps, rubella and haemophilias influenza type B, or have not been immunised.

This table describes how schools should maintain and use immunisation records.

Stage	Description
1	Obtain copies of official immunisation certificates from parents/guardians prior to enrolment. Note: It is not sufficient to site the stamped immunisation booklet.
2	Update CASES21 to show whether the student: <ul style="list-style-type: none">• is completely immunised• is not completely immunised or• does not have an immunisation certificate.
3	Maintain a file containing: <ul style="list-style-type: none">• immunisation certificates and• names of students who are incompletely immunised. Note: If students transfer to another school the immunisation certificate should be attached to the transfer form.
4	During disease outbreaks direct parents/guardians of students not immunised to keep their children at home for the recommended period.

Evaluation:

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