BORONIA K-12 COLLEGE

TRANSFERS POLICY

Rationale

Children of school age may face the prospect of transferring between schools due to a variety of factors including:

- Family Relocation
- Fresh Start
- Expulsion

A Transfer policy will help to ensure schools admit eligible students.

Aim

To ensure student transfers between schools meet department requirements.

Prerequisite policies

- Admission
- Enrolment

Implementation

1. Parents/guardians are entitled to request a transfer between schools.

2. Schools must:

   - provide transfer notes for all students transferring out
   - receive transfer documentation for all students transferring in.

3. Schools must avoid practices that:

   - force students to transfer or withdraw from school; except when the student is expelled
   - restrict entry to eligible students.

4. Students attending local schools seeking to enrol at Boronia K-12 College will be admitted at either the beginning of the year or at the beginning of second semester. This guideline may be waived in extenuating circumstances as judged by the Principal.

Approval

School principals approve transfers when:

- the student residence changes and is now closer to a different government school (where requested)
- transfer is sought from an Australian school outside the state system
- the transfer:
    - is sought at the commencement of the school year or term 3 and
    - in secondary schools, will not cause reorganisation of the existing school program.
    - transfer is supported by the principal of each school involved
- a compulsory school-age student is expelled. The principal is responsible for ensuring enrolment in another school or registered training organisation; in consultation with the regional office.

For all other transfers where the parent appeals against the Principal's decision to not enrol the:

- transferring Principal makes recommendations to the Regional Director
- Regional Director determines approval.

Transfer process

The 3 elements of the transfer process are:

- Transfer documentation required
- Transferring students process
- Receiving students process.

Transfer documentation

This table describes transfer documentation that must be provided by the transferring school to the receiving school.

Type of school	Transfer documentation
All Victorian government and Catholic schools	Transfer note including information on any foreseeable risks (if applicable).
Non-government schools	Transfer note or documentation provided by the transferring school, including information on any foreseeable risks (if applicable).
Interstate schools	Interstate Student Data Transfer Note, including information on any foreseeable risks (if applicable). For information, the interstate student data transfer note, downloadable forms, protocols and fact sheets see: Ministerial Council on Education, Early Childhood Development and Youth Affairs (MCEECDYA).

Transferring students

This table describes the administrative process when government schools transfer students.

Step	Description
1	Update student details in CASES21, including: • the transfer date as the last date the student attended classes • transfer notes that have been reviewed by the transferring principal • immunisation status for primary students. Note: CASES21 automatically updates the Victorian Student Register (VSR) as well as generating the transfer note.
2	Remove the student from the enrolment database.
3	Send the receiving school the: • transfer note and any relevant information including any foreseeable risk and the immunisation certificate for primary students • signed parent/guardian consent form for the provision of information if the student is transferring interstate. Note: Parents are required to provide the receiving school with passport or travel documentation for non-Australian born students and court orders or written consent of both parents agreeing to admission, for separated parents; see: Admission Important: For more advice on transferring additional student information including student confidential files and the template letter to be sent to parents, see: Privacy – Transfer of Student Information.

Recording foreseeable risk

This table describes how the transferring principal records foreseeable risk.

Step	Description
1	Collects evidence from: • student record • CASES21 incident report • Workcover claim • student program information • other relevant information provided by school staff.
2	Updates the transfer note with: • the nature of the risk • circumstances relevant to the risk, such as triggers that escalate the risk • actions known to lessen or remove the risk. Notes: • Parents/guardians must be informed, but their consent is not required for documenting foreseeable risk information or including this information in a transfer note. • Privacy provisions require that staff keep the information confidential.

Step	Description
	Important: For more advice on transferring student information for duty of care purposes and the template *Record of Disclosure Authorisation* letter see: Privacy – Transfer of Student Information.

Receiving Students

When eligible students are transferring to a new school, the receiving school enters the student details on CASES21. The Victorian School Register is automatically updated.

Important: When students transfer or transition between schools, student names must not be changed unless new legal documentation with an amended name is provided.

This table describes how the receiving government school deals with missing or conflicting transfer information which may include considering a conditional enrolment.

When the	Then the receiving school principal
transfer note is not provided by either the parents or previous school.	• seeks further information from the transferring school • chooses between: - deferring admission for 1 day, or - admitting the student conditionally and maintaining a record of attendance until the information is provided.
Principal is unable, after reasonable enquiries, to obtain transfer documentation for a student	• reports all circumstances to the Regional Director • keeps the student in attendance as a conditional enrolment until the matter is resolved. See: Missing admission information in Admission.
transferring school provides conflicting information about family circumstances	• seeks further information from the parents/guardians before the transfer proceeds.
parents/guardians do not provide documentation to clarify conflicting information	• may defer the enrolment and admission of the student for up to 5 days • advises the parents/guardians that: - they are required under the *Education and Training Reform Act 2006* to enrol compulsory school age children at school and ensure the student attends - enrolment is conditional upon provision of the required information in a specified timeframe - the student should continue attending their current school where their record of attendance is being maintained. See: Parental responsibility

When the	Then the receiving school principal
	Note: The Principal can seek advice from: • the Regional Director and/or • the Department's Legal Services Unit.

This table displays how schools deal with unresolved matters.

When the matter is not resolved and	Then the receiving school Principal
there are no pressing circumstances	does not proceed with the transfer and the student returns to the transferring school.
both Principals agree that the child's education is likely to be adversely affected by not proceeding with the transfer	• proceeds with the transfer • advises the parents or guardians in writing that the enrolment is conditional and will only be completed when these conditions are met • records the enrolment conditions. Examples: written consent from both parents to the enrolment or production of a court order.

Managing foreseeable risk

This table describes how the receiving principal actions foreseeable risk.

Stage	Description

1	Performs a risk assessment that:
	
	• involves interested parties including parents, staff, guidance officers, the student, and any other key party
	• ensures all key issues are understood by staff including positive and negative behaviour triggers
	• reviews a comprehensive range of risk mitigation actions
	• consults with the health and safety representative at all stages
	• identifies a risk prevention and management strategy that supports:
	  - the student's education
	  - the school's student engagement policy.
	
	See: Effective Schools are Engaging Schools Student Engagement Policy Guidelines (PDF - 876Kb).

2	• Implements the risk prevention and management strategy. • Regularly monitors and reviews the strategy as required.

Evaluation:

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