

HAMILTON NORTH PRIMARY SCHOOL STUDENT ENROLMENT POLICY

Hamilton North Primary School Statement

Hamilton North Primary School at all times will fully comply with Departmental management and the associated Guidelines published and amended by the Department from time to time.

Purpose of this Policy

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

Aims

To provide an efficient process of enrolment that satisfies the needs of both students and the school.

| Implementation | |
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| 1. | 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 30 th April of that year) and an immunisation certificate. |
| 2. | A child who is less than minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment with approval from the Regional Director. Evidence of age and full time enrolment at the interstate school must be provided. |
| 3. | Other parents seeking early age entry for their children must make a written application to the Regional Director. |
| 4. | Information regarding the enrolment of overseas students can be obtained from the International Studies Unit 9637 2202. |
| 5. | All enrolments will require the completion of the DET 'Confidential Students Information Enrolment Form', with details entered immediately on CASES21. |
| 6. | The Principal will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to confirm eligibility, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has 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. |
| 7. | Students will be allocated to classes according to a combination of class size and student need. |
| 8. | The school will enrol the student under the name contained in the documents supporting their admission (primarily the child's birth certificate) Schools can only change the name under which a student is enrolled if new legal documentation is provided, such as an officially amended birth certificate, proof of adoption or a court order authorising another name. |

The school's Administration Enrolment Officer shall:

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| Keep copies of sighted documents (Note: for primary school students this includes an immunisation status certificate) |
| Verify changes to student enrolment names |
| Maintain student details and movements in enrolment history |
| Keep all information confidential and managed in accordance with: <ul style="list-style-type: none"> • the Department's privacy policy • Victorian privacy laws |

Victorian Student Number (VSN)

A 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 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
- 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

Maintaining enrolment information in CASES21

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| 1. | Enrolment data is entered at the beginning of the year for Prep |
| 2. | Data is: <ul style="list-style-type: none"> • Added when students transfer • Updated when changes occur, such as 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 • 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 Cases 21 database.</p> |
| 3. | Records are disposed of in accordance with the General Disposal Schedule. See Archives and Records Management |

Maintaining and using immunisation records – primary students

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| 1. | Obtain copies of official immunisation certificates from parents/guardians prior to enrolment. NOTE: It is not sufficient to sight a stamped immunisation booklet. |
| 2. | Maintain a file containing immunisation certificates. NOTE: If students transfer to another school a copy of the immunisation status certificate should be attached to the transfer form. |
| 3. | During disease outbreaks refer to student immunisation status certificates. Instruct parents/guardians of students not immunised to keep their children at home for the recommended period, as outlined in the Department of Health's School exclusion table, see: Immunisation . |

Transfers

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

Schools must:

Provide transfer notes for all students transferring out.

Receive transfer documentation for all students transferring in.

Schools must avoid practices that:

Force students to transfer or withdraw from school, except when the student is expelled.

Restrict entry to eligible students.

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.

Transfer is requested (other than in those incidents cited above) by a parent/guardian and the principal of each school involved supports the request.

A student is expelled from a school. For students of compulsory school age, the principal of the school from which the student has been expelled 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 not to enrol the:

Transferring principal makes recommendations to the regional director.

Regional director determines approval.

The 3 elements of the transfer process are:

Transfer documentation required (<http://www.education.vic.gov.au#1>)

Transferring (<http://www.education.vic.gov.au#2>)

Receiving students process (<http://www.education.vic.gov.au#3>) (<http://www.education.vic.gov.au>)

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) (http://mceecdya.edu.au/mceecdya/school_education.27018.html). |

Transferring students

| Step | Description |
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| 1. | Update the student details in CASES 21, including: <ul style="list-style-type: none"> 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: CASES 21 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: <ul style="list-style-type: none"> 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 – DET Protocols

| Step | Description |
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| 1. | Collect evidence from: <ul style="list-style-type: none"> • Student record • CASES21 incident report • Workcover claim • Student program information • Other relevant information provided by school staff. |
| 2. | Updates the transfer note with: <ul style="list-style-type: none"> • 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. |
| 3. | NOTES: <ul style="list-style-type: none"> • 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 IMPORTANT: For more advice on transferring student information for duty of care purposes and the template <i>Record of Disclosure Authorisation</i> 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 | <ul style="list-style-type: none"> • Seeks further information from the transferring school • Chooses between: <ol style="list-style-type: none"> a. deferring admission for 1 day, or b. 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Seek further information from the parents/guardians before the transfer proceeds |
| Parents/guardians do not | <ul style="list-style-type: none"> • May defer the enrolment and admission of the student for |

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| provide documentation to clarify conflicting information | <p>up to 5 days</p> <ul style="list-style-type: none"> • Advises the parents/guardians that: <ul style="list-style-type: none"> a. They are required under the Education and Training Reform Act 2006 to enrol compulsory school age children at school and ensure the student attends b. Enrolment is conditional upon provision of the required information in a specified timeframe c. The student should continue attending their current school where their record of attendance is being maintained <p>SEE: Decision Making Responsibilities for Students</p> <p>NOTE: the principal can seek advice from</p> <ul style="list-style-type: none"> • The regional director and/or • The Department’s Legal Services Unit |
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This table displays how schools deal with unresolved matters.

| When the matter is not resolved and: | Then the receiving school principal: |
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| There are no pressing circumstances | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 <p>EXAMPLES: written consent from both parents to the enrolment or production of a court order.</p> |

Managing foreseeable risk

This table describes how the receiving principal actions foreseeable risk.

| Stage | Description |
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| 1. | <p>Performs a risk assessment that:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> a. The student’s education b. The school’s student engagement policy <p>SEE: Student Engagement and Inclusion Guidance</p> |
| 2. | <ul style="list-style-type: none"> • Implements the risk prevention and management strategy • Regularly monitors and reviews the strategy as required. |

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| Office Use Only | |
| Issue Date | August 2014 |
| Last Review Date | May 2017 |
| Next Review Date | May 2020 |