

ENROLMENT POLICY

PURPOSE

To ensure that schools:

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

POLICY

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 (Note: for primary students this includes an Immunisation History Statement from the Australian Immunisation Register)
- verify changes to student enrolment names
- maintain and update student details obtained on enrolment
- 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 name will remain as the name attached to the VSN, unless new legal documentation with an amended name is provided.

At Billanook Primary School we offer all new enrolment students a smooth transition which begins with the Pre-school / Foundation Transition process. This continues seamlessly throughout each year as students transition and move to their next year level.

- Pre-school / Foundation transition includes:
 - visits to pre-schools by foundation transition co-ordinator in the months prior to student enrolment.
 - pre-school reporting process.
 - scheduled school tours for prospective parents.
 - school orientation sessions for pre-schoolers.

REVIEW CYCLE AND EVALUATION

This policy was last updated on:

Date: Feb 2019

Evaluation and Review: Feb 2021

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