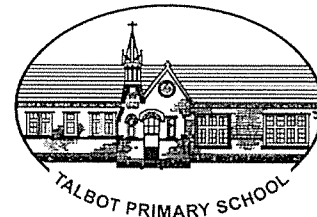


TALBOT PRIMARY SCHOOL

ENROLMENT POLICY



PURPOSE

To ensure that Talbot Primary School

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

OBJECTIVE

Children of school age have the right to be admitted to their designated neighborhood government school at the beginning of the school year (or when relevant) unless an approved alternative placement has been arranged.

Before admitting a student, schools must:

- **for students transferring from another Victorian government school**, import student information using CASES21; and provide parents with the Student Enrolment Information Form for validation of student information
- **for students who are new to the government system**, obtain a completed enrolment form

For all students, schools must:

- collect relevant admission information
- provide a privacy notice to the enrolling parent explaining the use to be made of enrolment information. For sample notices see: Privacy within [Department resources](#)
- collect and record an Immunisation History Statement - primary students.
- For admission, all applicants must be:
 - an Australian citizen, or a student with relevant specified visas or [Immicard](#) see : [International Student Program](#)
 - deemed eligible and approved for enrolment by the principal or relevant regional director.
- 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, social and emotional needs.
- **Age eligibility and approval requirements**
- **Compulsory school age**
- Under the Education and Training Reform Act 2006, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. For exemption categories and process

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 see: Victorian Student Number (VSN)

Attendance:

- This applies to all schools including mainstream, specialist, and government English language schools or centres.
- A person who is not of compulsory school age may not enrol in or attend a government school unless:
 - the person falls within an exception to the age eligibility requirements set out in the age regulations;
 - or
 - the person is granted an exemption from the age regulations.

What is the difference between an exception and an exemption?

A person who falls within an exception automatically meets the age eligibility requirements to enrol in or attend a government school. If the principal is satisfied that the person meets the criteria for the exception, the principal cannot refuse to enrol the person on the basis of their age and the person will not be required to obtain an exemption from the Minister or their delegate.

A person who does not fall within an exception may be eligible to apply for an exemption. Exemptions are granted at the discretion of the Minister, or Minister's delegate (which currently include Regional Directors). There is no automatic eligibility to enrol in or attend a government school.

SCOPE

This policy applies to:

- all staff, including casual relief staff, contractors and volunteers

This policy was last ratified by School Council in.... 2021

Principal's signature: *Husta Barnes*

School Council President's signature: *to*

Date: *18th March, 2021*