

# Enrolment POLICY

As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements. The school will be a school without a zone but with a neighbourhood and it will take all students who make inquiries from its neighbourhood.

All students and a family member or a caregiver will be interviewed by a senior member of the teaching staff prior to enrolment to ascertain an appropriate year level and learning program.

The enrolment policy of the school will take account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.

It will be an inclusive school and it will provide programs for all enrollees. A Disability and Impairment Program will cater for students who have special learning needs.

Eligible students who are new to the Victorian government education system will be enrolled under the name contained in the documents supporting their admission; primarily their birth certificate.

An enrolment register will be maintained. The enrolment register will be kept up to date by a dedicated member of the school office staff. The school will keep copies of sighted documents - including an immunisation status certificate. Changes to student enrolment names must be verified. Changes to the register will be done on a weekly basis to reflect current student numbers and movement of students into and out of the school. Student destinations will be tracked.

All information will be kept confidential and managed in accordance with the Department's privacy policy and Victorian privacy laws.

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.

## **Evaluation:**

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

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

2014