

POLICY TITLE: Enrolment Policy
DATE RATIFIED: February 2019
REVIEW DATE: February 2020

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement
with the World

Academic Excellence

Inclusive Learning
Environment

Personal and Social
Wellbeing

RATIONALE

Victorian government schools are **not** required to have local enrolment policies unless they are **specific purpose or specialist schools. These schools are required to have a local enrolment policy**, made available on their school website, that is reviewed as part of cyclical review process (every 3-4 years).

Schools which have specific enrolment criteria (approved by the Minister or delegate) are also required to have local enrolment policies.

The reason why most Victorian government schools are not required to have local enrolment policies is because they are required to follow the Department's [Enrolment](#), [Placement](#) and [Admission](#) policies (and any other related Department policies) on the *School Policy and Advisory Guide*. The Department and the VRQA have agreed through an MOU that the publicly available Department policies on the *School Policy and Advisory Guide* will form the evidence required to satisfy the Minimum Standard in relation to Enrolment (for all non-specialist and specific purpose schools).

All schools are required to keep an enrolment register that is accurate and up-to-date (ie enrolment data in CASES21).

PURPOSE

Enrolment forms are available on CASES21 and must be completed for students enrolling in a Victorian government school for the first time. Enrolment forms must include:

- date of birth (note: evidence of date of birth can be official, such as a birth certificate or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age).
- names and addresses of the student and enrolling parent or carer
- details of medical and other conditions that may require special consideration
- emergency telephone numbers, including a nominated doctor
- an Immunisation History Statement from the Australian Immunisation Register

- the name of the previous school and the student's current year level, where students transfer from another school. Note: For students transferring from another Victorian government school, data can be imported using CASES21 (mandatory from July 2017) see [Transfers](#).

IMPLEMENTATION

When enrolling at Essendon North Primary School the following documentation will be provided to families.

- Student Enrolment Form
- Alternative Enrolment Form to be provided for families that are split
- Additional Enrolment Form to be provided for families that are split
- At the front of these forms parents will be provided the DET privacy Informations for parents, guardians and carers.
- Attached are our schools local forms as follows:
 - Media Consent
 - Headlice Concenter
 - Local Walking Excursion
 - Consent of Release information
 - Enrolment Check list
 - Enrolment overview for languages, disability, extra information

A copy of the Department Schools Privacy Policy is located at the schools office and the link is provided on the enrolment form for access via the DET website.

EVALUATION

Essendon North Primary School annually update the Cases 21 DET forms accordingly with the guidelines.

DOCUMENT HISTORY

Version	Effective Date	Owner	Description of change
1	February	Scott Mullen	

* Information on revisions and new versions to be added to the top of the table, therefore the most recent is always on top.