

MANAGEMENT

STUDENT ENROLMENT POLICY

GENERAL STATEMENT

Children of school age have the right to be admitted to Concord School if they receive funding through the 'Program for Students with Disabilities' under the criteria of Intellectual Disability. Students who receive this funding are eligible for Concord School. Students who live within Concord School's designated bus zone are eligible to utilise buses.

RATIONALE

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

BROAD GUIDELINES

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

IMPLEMENTATION

- The school caters for students with an intellectual disability as determined by the Department of Education and Early Childhood Development's Program for Students with Disabilities.
- 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 30th April of that year) and an immunisation certificate.
- A student aged over 18 years of age at any time during the year of enrolment who does not meet one of the DET exceptions found in the DET admissions policy may only enrol in or attend a government school if they are granted an exemption from the age requirements
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided along with evidence of disability eligibility.
- Other parents seeking early age entry for their children must make a written application to the Regional Director.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES 21. These forms will also need to be completed prior to enrolment: Personal File Request Form, Consent form for Student Wellbeing Support, Speech and Occupational Therapy Services, Medical Questionnaire and Various General Permission Form.
- If the student is transferring from a Victorian State school, there is no need to seek a transfer note. The new system (commenced in July 2017) requires that we request the data (Cases21) from the previous school.
- The Principal (or delegate) 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 the 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.
- Students will be allocated to classes according to a combination of class size and student need.

SCHOOL REQUIREMENTS

Concord School 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:

CONCORD SCHOOL
POLICY

- 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: [Department resources](#)

MAINTAINING STUDENT INFORMATION CASES21

This table describes how Concord School maintains student information in CASES21.

Stage	Description
-------	-------------

1	Enrolment data is entered for students who are new to the Victorian government school system.
---	---

Data is:

confirmed/updated and signed by the parent/guardian 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 Enrolment Information Form and Student Information Full Details Report, , see: [CASES21](#)

2	revised annually for State and Commonwealth reporting updated when informed by parents of changes to family circumstances.
---	---

3	Records are disposed of in accordance with the General Disposal Schedule. See: Archives and Records Management
---	--

Note: Schools enrolling international students should update CASES21 to confirm the student's commencement of study within 5 working days of commencement. Any changes to the student's enrolment should also be recorded in a timely manner. This will ensure an accurate disbursement of funds to the relevant school. See: ISP Quality Standards and School Resources under [Department resources](#)

Note: Where students are moving from one government school to another government school, student data can be transferred using CASES21 (mandatory from July 2017) and:

- parents are not required to complete a new enrolment form if data is transferred using CASES21
- schools must not create a new student record in CASES21 – this will create a duplicate record
- schools are required to send a copy of the Student Enrolment Information Form to the parent for checking, updating and signing to ensure student data is current and accurate.

For further information see: [Transfers and Admission](#)

Note: In accordance with amendments to 'No Jab No Play' legislation, as of 28 February 2018 only the Immunisation History Statement from the Australian Immunisation Register is acceptable for the purposes of enrolling in a primary school in Victoria. Sighting of the stamped immunisation booklet or documents produced by GPs or other immunisation providers are not sufficient evidence to meet this requirement. The immunisation status of the student must be recorded on CASES21 (whether an Immunisation History Statement has been received or not) and updated when necessary.

REFERENCES

Concord School Age and Year Level Policy

<http://www.education.vic.gov.au/school/teachers/management/finance/Pages/srpref015.aspx>
[School Policy and Advisory Guide](#)

EVALUATION

This policy will be reviewed as part of the three-year policy review cycle.