

ENROLMENT POLICY

1 PHILOSOPHICAL BASIS

Birmingham Primary School ensures we will:

- Enrol eligible students,
- Maintain enrolment data,
- Maintain their custodial role

2 GUIDELINES

Birmingham Primary School will:

- Enrol eligible students, who are new to the Victorian Education System under the name contained in supporting documents supporting their admission, primarily their Birth Certificate (initial enrolment of students will be allocated with a Victorian Student Number (VSN))
- Maintain enrolment data, keep copies of sighted documents (birth certificate and immunization certificate), verify changes to student enrolment names, maintain student details and movements in enrolment history
- Maintain their custodial role
- Keep all information confidential and managed in accordance with the Department's Privacy Policy and Victorian Privacy Laws

Changing Enrolment name

Schools can change the name under which a student is enrolled if:

- new legal documentation with an amended name is provided, such as:
 - officially amended birth certificate
 - proof of adoption
 - court order authorising another name
- supporting documentation, which was not originally available, differs from the name provided during conditional enrolment
- proof is provided that the enrolling parent or the student is using another name under a scheme designed to ensure their safety, such as witness protection.

Enrolment database CASES21

The database includes:

- admission forms
- transfer information
- the student register
- class lists

3 IMPLEMENTATION

Maintaining Enrolment Information in CASES21

Below is how the school will maintain the enrolment database.

Stage Description

1 Enrolment data is entered at the beginning of the year for Prep

Data is:

- added when a student transfers
 - 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 Information Full Details report
 - revised annually for State and Commonwealth reporting
 - updated when informed by parents of changes to family circumstances.
- 2

Note: Student names removed from the enrolment database are retained in the CASES21 database.

3 Records are disposed of in accordance with the General Disposal Schedule.

Maintaining and using Immunisation records

Immunisation status certificates indicate whether primary students have been immunised against some or all of the following infectious diseases:

- hepatitis
- diphtheria
- tetanus
- pertussis (whooping cough)
- poliomyelitis
- *Haemophilus influenzae* type B
- pneumococcal
- rotavirus
- measles
- mumps
- rubella
- meningococcal
- varicella (chickenpox).

Below describes how Birmingham Primary School will maintain and use Immunisation records for our primary students.

Stage Description

Obtain copies of official immunisation certificates from parents/guardians prior to enrolment.

Note: It is not sufficient to site the stamped immunisation booklet.

- 1 The most common type of Immunisation Certificate is a Child History Statement from the Australian Childhood Immunisation Register (ACIR). Parents are sent a statement when their child turns 5 however they can request a statement from ACIR at any time.

Maintain a file containing immunisation certificates.

- 2 Note: If students transfer to another school a copy of the immunisation status certificate should be attached to the transfer form.
During disease outbreaks refer to student immunisation status certificates.
- 3 Instruct parents/guardians of students not immunised to keep their children at home for the recommended period, as outlined in the Department of Health's School exclusion table, see: Immunisation.

Related Departmental Policies

Admission, Immunisation, Information Privacy, Placement, Transition and Transfers Policies (www.education.vic.gov.au/school/principals/spag)

Victorian Student Number (VSN) (www.education.vic.gov.au/school/principals/spag)

Related Legislation:

Education and Training Reform Act 2006

Privacy Act

Public Health and Wellbeing Act 2008

Public Health and Wellbeing Regulations 2009

4 BUDGET

5 EVALUATION

The Education Sub-Committee will review the policy within a three year cycle or as needed due to Department Requirement updates. School Council will be responsible for the ratification of the policy.

This Policy was updated June 2018.