



Aiming High

Respect

Safe

Valuing Community

## Student Enrolment Policy

### Purpose

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.

Manor Lakes P-12 College seeks to implement an efficient process of enrolment that satisfies the needs of both students and the school while complying with all government guidelines and regulations.

The college abides by regulations of Admission to Victoria Government Schools.

### Scope

To provide an efficient process of enrolment that satisfies the needs of both students and the college whilst adhering to DET School Policy and Advisory Guidelines.

### Policy

Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction.

All children who are eligible to attend a Victorian Government school are welcome to attend our school including student holding valid visas to access free government school education.

The college will:

- 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 status certificate)
- 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 and Victorian privacy laws.

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

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



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scheme designed to ensure their safety, such as witness protection

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

Students wishing to enrol at our college from a neighbouring school will be able to do so on the condition that it is the commencement of the school year or the commencement of term 3, or if the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.

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.

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 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.

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 Student Program (03) 9637 2990.

Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.

Campus Assistant Principals will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The campus 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 the Student Placement Policy

The Principal will be guided by the admissions policy and regulations

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>



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**Review Period**

This policy was last updated on 011/02/2019 and is scheduled for review on 3 to 4 years.

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