

## ENROLMENT POLICY

### PURPOSE

William Ruthven Primary School aims for a smooth transition for newly enrolled students to become part of our school with a minimum of disruption and maximum support.

School is compulsory for students aged from 6 – 17 years unless an exemption from attendance has been granted. Before enrolling a student, schools must:

- Collect relevant admission information.
- Obtain a completed enrolment form.
- Provide a privacy notice to the enrolling parent explaining the use to be made of admission information. (See: Privacy within [Department of Education and Training resources](#).)
- Collect and record an immunisation status certificate – primary students.

### AIM

- To enrol children of school age at William Ruthven Primary School, where we are the closest government school, unless an approved alternative placement has been arranged.

### IMPLEMENTATION

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).

Howsoever the actions listed below will be undertaken at William Ruthven Primary School.

- William Ruthven Primary School's Enrolment Officer is Mary Ioannidis. The Enrolment Officer responsible for:
  1. Keeping the enrolment pack information up to date, with the enrolment pack information printed from the server and placed in the folders.
  2. Keeping accurate enrolment numbers at each year level, and keeping the Principal informed of enrolments and departures.
  3. Using the Department of Education and Training's Find My School app ([www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)) to determine if we are the student's closest school.
  4. After consulting with the Principal, accepting enrolments for students for which we are the closest school.
  5. After consulting with the Principal, placing the enrolled student in a grade.

6. Entering the enrolment details into CASES21.
  7. Keeping an enrolment register that is accurate and up-to-date (i.e., enrolment data in CASES21).
  8. Explaining that when we are not the closest school, take the parents/carers' contact details and say that they have been paced on our waiting list. Explain that the school will get back to them within two working days to arrange a time for an 'interview' with the parent/carer and student/s. An expression of interest for enrolment can be lodged, for consideration by the Principal, where William Ruthven Primary School is not the student's closest government school.
- On days where the Enrolment Officer does not work, complete steps 3 – 5 (and 8 as required). The Enrolment Officer will complete step 6 when she returns to school.
  - When enrolment requests and intended departures are received by email, letter, telephone or in person, the Principal will be informed (by office staff and classroom teachers) in a timely manner. When enrolment requests and intended departures are received in November and December, the Principal will be informed immediately as this effects grade structures and grade composition.
  - These procedures and process may require adjustment and modification in consultation with the Principal. If the process outlined above requires adjustment/modification, the Principal will be informed of steps needing review in a timely manner.

### **Additional information**

For enrollment, all students must be:

- An Australian citizen, or a student with relevant specified visas (See: Victorian Government Schools' [International Student Program](#) or 9637 2990 or [international@edumail.vic.gov.au](mailto:international@edumail.vic.gov.au)).
- Deemed eligible and approved for enrolment by the Principal or relevant Regional Director.

### Information required for admission

- For applicants who are Australian-born, a birth certificate showing date of birth or equivalent and for non-Australian-born, a passport or travel document such as a visa. (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.
- The name of the previous school and the student's current year level, where students transfer from another school.

### Immunisation status certificates (Primary students)

Primary schools are required to:

- Request information from parents/carers on the immunisation status of each child. An immunisation status certificate can be obtained from the local municipal council, Australian Childhood Immunisation Register or General Practitioner.
- Take a copy of the sighted document and record information on the immunisation status of each enrolled child.
- Parents or carers must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised. Note: Homeopathic immunisation is not a recognised form of immunisation, and therefore cannot be listed on an immunisation status certificate.
- Prospective students will not be prevented from enrolling in primary school if they have not been immunised.
- Collecting immunisation status certificates will assist health authorities in protecting students in the event of a vaccine-preventable disease occurrence at the school. In these events, an unvaccinated student may be excluded from school for a period of time.

### Early age entry

Early age entry must be:

- Requested in writing to the Regional Director by parent/carers.
- Approved in writing by the Regional Director.

Note: The Regional Director will only grant early entry in exceptional circumstances when there are strong grounds for believing long-term educational disadvantage would otherwise occur.

- Approved by the Principal, where students are transferring from an interstate school to a Victorian government school, and on receipt of evidence (to his satisfaction) of previous enrolment and full time school attendance.
- On admission, schools consider the following in determining a student's school readiness:
  - Entry assessment from kindergarten.
  - Informal observations to assess development, literacy and numeracy and academic and social needs.
- Principals have the responsibility to ensure eligibility and approve the admission of individuals who:
  - Will attend Early Education Programs in special developmental schools.
  - Are of compulsory school age, those aged between 6 and 17 years who are at least 5 years of age by 30 April of the year of enrolment.

**Further information and resources**

- Department of Education and Training's School Policy Advisory Guide: [Admission](#), [Enrolment](#), [Placement](#), [Transfers](#) and [International Student Program](#).

**REVIEW CYCLE**

This policy was last updated in October 2019 and is scheduled for review in October 2022.