



## OVERPORT PRIMARY SCHOOL Enrolments POLICY

This policy is to be read in conjunction with the Admissions policy.

### RATIONALE

Children of school age have the right to be admitted to their designated neighborhood government school at the beginning of the school year unless an approved alternative placement has been arranged. This policy sets out requirements for entry into Victorian government schools under the Education and Training Reform Act 2006 (Vic):

- Schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. This applies to all schools including mainstream, specialist, and government English language schools or centres.
- Every Victorian student has a legislated right to enrol at their designated neighbourhood school (section 2.2.13) and may be enrolled at another school subject to sufficient accommodation (section 2.2.14).

### PURPOSE

To ensure that the Overport Primary School:

- enrolls 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 student details and movements in enrolment history
- keep all information confidential and managed in accordance with:
  - the Department's privacy policy and Victorian privacy laws.

### POLICY

At Overport PS we refer to the Enrolment in a Victorian Government School Guidelines which outlines the following details:

- age eligibility, including exceptions and exemptions from the maximum and minimum school age requirements and processes
- determining designated neighbourhood school areas and zones
- Department policy requirements relating to placement of students and enrolment management
- enrolment appeal processes and requirements
- determining permanent residence of students and families
- required documentation and information when enrolling students
- transfers between schools

### IMPLEMENTATION:

- At initial enrolment a Victorian Student Number (VSN) will be allocated to a student in the name certified in admission documents. When students transfer between schools, the subsequent enrolment is in the name attached to the VSN, unless new legal documentation with an amended name is provided see: [Department resources](#)
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- All new enrolment enquiries are required to meet with either the Principal or Assistant Principal for an interview prior to enrolling.
- At the initial interview, some general information will be collected from and provided to the prospective student's parent/s.

#### 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 see: [Admission](#)
- 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.
- *Note: The majority of students enrolled prior to 2009, with names different from those appearing on their birth certificate due to previous Department policy; can continue to be enrolled in these names.*

#### Enrolment database CASES21

The enrolment database includes:

- admission forms
- transfer information
- the student register, in primary schools
- class lists

#### Maintaining enrolment information in CASES21

The following table describes how schools maintain the enrolment database.

##### Stage Description

- 1 Enrolment data is entered at the beginning of the year for Prep and Year 7.  
Data is:
  - added 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 Information Full Details report, see: [CASES21](#)
- 2
  - revised annually for State and Commonwealth reporting
  - updated when informed by parents of changes to family circumstances.

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. 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](#)

## **FURTHER INFORMATION AND RESOURCES**

For Overport Primacy School's zone, refer to the Find My School website: <https://www.findmyschool.vic.gov.au/>  
This Enrolment Policy combines the admissions, enrolment, placement and transfers policies into one concise location for our school.

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Notifications on Compass
- Throughout the Overport Newsflash
- Included in staff induction processes
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs

## **POLICY REVIEW CYCLE AND APPROVAL**

Policy last reviewed	May 2023
Consultation	Consultation on this policy is mandatory. Consulted with school council on 19 May 2023.
Approved by	Principal
Next scheduled review date	May 2025 <b>Please note: the mandatory review cycle is 2 years</b>