



Enrolment Policy

Latest DET Update: April 2015
First Developed in this Format: March 2020

Rationale |

- Children of school age have the right to be enrolled at and admitted to their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged.
- Each campus of a multi-campus school has its own designated neighbourhood.
- Students must attend the nearest school to be entitled to free school contract bus travel or a conveyance allowance.
- Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order:
 - students for whom the school is the designated neighbourhood school
 - students with a sibling at the same permanent address who are attending the school at the same time
 - where the regional director has restricted the enrolment, students who reside nearest the school
 - students seeking enrolment on specific curriculum grounds
 - all other students in order of closeness of their home to the school
 - in exceptional circumstances, compassionate grounds
- Appeals are considered based on the following department placement principles:
 - provide each child with a place in the designated neighbourhood school
 - provide parents/guardians with an opportunity to enrol their child at the same school as an older sibling who resides at the same address
 - allow parents/guardians to send their child to any alternative school where space is available
 - contain enrolments in each school within the limits of available resources as determined by the Regional Director.
- The Regional Director has the authority to effect placement of students.
- Enrolment can be arranged by the Principal without further approval or by reference to the Regional Director e.g. for early age enrolment.
- On 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 subsequent enrolment is in the name attached to the VSN, unless new legal documentation with an amended name is provided.

Purpose |

- To ensure Bayside P-12 College enrolls eligible students, maintains enrolment records and discharges its custodial role.
- To ensure the school complies with DET enrolment policy and guidelines.
- To provide an efficient process of enrolment that satisfies the needs of both students and the school.
- To ensure the school complies with the legislative requirements of the
 - Education and Training Reform Act 2006
 - Privacy Act
 - Public Health and Wellbeing Act 2008 and
 - Public Health and Wellbeing Regulations 2009



Definition |

The designated neighbourhood school is the school that is nearest the student's permanent residence, unless the Regional Director needs to restrict new enrolments at a school or has designated the neighbourhood boundaries for the school.

Implementation |

- All children who are eligible to attend a Victorian Government school are welcome to attend our school at one of three campuses.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels is in itself insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- The Principal will
 - enrol eligible students, who are new to the Victorian government education system under the name contained in the documents supporting their admission; primarily that is their birth certificate.
 - keep copies of sighted documents
 - verify changes to student enrolment names.
 - maintain student details and movements in an enrolment history.
 - keep all information confidential and managed in accordance with the DET's privacy policy and Victorian privacy laws.
- If requested, the school can change the name under which a student is enrolled if new legal documentation with an amended name is provided, such as an 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 or 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.
- The school will maintain an enrolment database on CASES21 which includes admission forms, transfer information, the student register, and class lists. Enrolment data is entered at the beginning of the year for Prep (Foundation) students and is added when students transfer and updated if information changes.
- The school will check and retain the immunisation status certificates which indicates whether students have been immunised against some or all of a number of infectious diseases. (All certificates will be retained in a file established for this purpose.) This will be referred to if there is an outbreak of disease or if the student transfers in which case it will be attached to the transfer form.
- An enrolment form available on CASES21 will be used and must include:
 - date of birth (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 guardian
 - 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
- The signature of the parent/carer as defined in the Family Law Act 1975 is required. Please note that in the absence of a current court order, each parent of a child who is not 18 years of age has equal parental responsibility.
- Signatories may be the student if over 15 years of age and living independently, the parent as defined in the Family Law Act 1975, both parents for parents who are separated if the



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student is under 18 years, or a copy of a relevant court order, or an informal carer with a statutory declaration (current for up to 12 months).

- Students may complete parts of the enrolment form and co-sign.
- If parents are separated, both parents must sign or a copy of the court order with any impact on the relationship between the family and the school must be provided. An informal carer with a statutory declaration is eligible to sign.
- If (parent/carer) consent is disputed the Principal and staff will avoid becoming involved or avoid favouring one parent. School personnel will act in accordance with the best interests of the student and the school community and should realise that a resolution, satisfactory to both parents, may not be possible.
- For more information on enrolment where there is disputed parental consent, refer to the school's Parental Responsibility Policy.
- The school will provide a privacy notice to the enrolling parent explaining the use to be made of admission information. For a sample privacy statement please refer to Privacy within Resources at the website below.
- For primary students, the school will request the parent/carer to complete a head lice consent form. Please refer to the school's Head Lice Management Policy.
- Students will be allocated to classes according to a combination of class size and student need.
- If the school enrolls international students CASES21 will be updated to confirm the student's commencement of study within five 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.
- Records will be disposed of in accordance with the General Disposal Schedule.
- Please refer also the school's Student Transfers Policy, the Admission Policy, Koorie Students Policy, Information Privacy Policy, International Student Program Policy, Health Care Needs Policy and the Archives & Records Management Policy.

Evaluation |

This policy will be reviewed as part of the school's review cycle or if guidelines change (latest DET update mid-April 2015).

Date of approval by College Council | March 2020

Review Date | March 2023