



Enrolment POLICY



Rationale:

Children of school age are eligible to be admitted to their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged.

Aims:

To ensure that the school:

- Enrols eligible students
- Maintains enrolment data
- Fulfils its custodial role

Definitions:

Student Family Occupation and Education (SFOE) – is a form to be completed by Parents/carers of any student facing social disadvantage. Completion of this form allows the School to apply for extra funding on the student's behalf to increase their government funding.

CASES21 - is the software component of the Computerised Administrative System Environment for Schools.

Parents/carers - those with responsibility for the child. In the absence of a court order dictating otherwise each Parent/carer of a child under 18 will be deemed to have equal responsibility.

Informal carer - someone who is not the child's primary Parent/carer, but has statutory responsibility; e.g. .grandparent/foster carer. Documentation must be presented to the School authorising the signature of this person as regards to the student's enrolment.

Student Resource Package (SRP) – is the funding allocated to Victorian schools in March of each budget year. It is determined by the number of enrolments and student demography.

Implementation:

Port Melbourne Primary School will:

- Enrol eligible students, who are new to the Victorian government education system or transferring from another school, 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 School's Privacy Policy.
- Maintain student information in CASES21.
- Obtain up to date immunisation records from parents upon enrolment. Note lack of immunisation will not prevent a child from being enrolled however, in the event of an epidemic, they may be deemed a health risk and asked to remain at home for a specified length of time.
- Obtain Student and Family Occupation and Education (SFOE) information to ensure the School receives the appropriate level of funding.

At initial enrolment a Victorian Student Number (VSN) is allocated to a student in the name certified in admission documents. Should a student transfer to another school, the name will remain as the name attached to the VSN, unless new legal documentation with an amended name is provided.

For admission, all applicants must be:

- 5 years of age by 30th April of the year they are in Prep. Should the child be enrolled at an older age, this principle will be back dated to ensure that they are placed in the correct year level;
- An Australian citizen, or a student with relevant specified visas, see International Student Program (DET webpage) [*also see International Students section below*]; and
- Deemed eligible and approved for enrolment by the Principal or relevant Regional Director.

Zoning

Port Melbourne Primary School is zoned to take students of the correct school age from the Port Melbourne area., bounded by Pickles St, Ingles St, the Yarra and the Bay. For an exact description of the designated areas see the Melbourne School Zones reference below. This information can change depending on demographics so parents are encouraged to check their address to ascertain their designated school. A Local Enrolment Strategy is currently in operation and the school does not accept enrolments, other than sibling claims, from outside its zone.

Should the situation arise where Port Melbourne Primary School is authorised to enrol students from outside its zone, students will be 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.

Change of 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.

Parents/carers (including informal carers) will:

- Complete enrolment forms honestly and notify the school should there be any change of details;
- Present the school with their child's record of immunisation; and

-Provide the school with accurate Student Family Occupation and Education (SFOE) information.

Change of Schools

Where students are moving from one government school to another government school, student data will be transferred using CASES21, 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; and

-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.

International Students.

There are various visas available for the families of students who are not Australian residents. Should a student live within the Port Melbourne Primary School zone and their family be on a visa that allows them to receive funding via the School's SRP, their enrolment will proceed as for an Australian citizen. Should the visa not allow a student to be part of the School's SRP or the student reside outside the zone, Parents/carers are encouraged to contact the Department of Education's International Division for assistance on +61 3 9637 2990 or email international@edumail.vic.gov.au Port Melbourne Primary School does not currently enrol students who are not eligible for SRP funding.

Monitoring and Review:

School enrolments of new and ongoing students will be managed by the Principal and reported to School Council on a periodic basis.

Evaluation:

To be reviewed as part of the school's four year review process

References

Melbourne School Zones –Port Melbourne Primary School
<http://melbourneschoolzones.com/schools/port-melbourne-primary-school>

DET School Policy Advisory Guide - Enrolment
<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>

DET School Policy Advisory Guide - Admission
<http://www.education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx>

DET School Policy Advisory Guide - International Student Program
<http://www.education.vic.gov.au/school/principals/spag/curriculum/pages/program.aspx>