



## ENROLMENT POLICY

### PURPOSE

A smooth transition enables newly enrolled students to become part of our school with a minimum of disruption and maximum support

### AIM

For Hurstbridge Primary School to admit all children of school age if we are their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged. Schooling is compulsory for students aged from 6 – 17 years unless an exemption from attendance has been granted.

### GUIDELINES

- Before admitting 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. For sample notices see: Privacy within Department resources
- Collect and record an immunisation status certificate – primary students

### IMPLEMENTATION

**For admission, all applicants must be:**

- An Australian citizen, or a student with relevant specified visas, see: [Vic Gov't Schools - International Student Program](#) on 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:**

**Enrolment forms are available on CASES21 and must include:**

- 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 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.

## **Immunisation status certificates - primary students:**

### **Schools are required to:**

- Request information from parents on the immunisation status of each child, i.e. primary student, prior to enrolment i.e. official immunisation status certificate. The 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 guardians 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. 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/guardians
- Approved in writing by the regional director
- Approved by the principal, where students are transferring from an interstate school to a Victorian government school, and on receipt of evidence (to their satisfaction) of previous enrolment and full time school attendance.

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.

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.

## **RELATED POLICIES AND RESOURCES**

<https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=73>

## **REVIEW PERIOD**

This policy was last updated June 2019 is scheduled for review in June 2020