

Enrolment Policy

BRUNSWICK EAST PRIMARY SCHOOL

Rationale

To ensure that Brunswick East primary:

- enrolls eligible students
- maintains enrolment data
- maintains our custodial role

Objectives

Brunswick East Primary School will:

- enroll 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 and update student details obtained on enrolment
- keep all information confidential and managed in accordance with the Department's privacy policy and Victorian privacy laws

Implementation

At 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 name will remain as the name attached to the VSN, unless new legal documentation with an amended name is provided.

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 with these names.

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
- 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

CASES21 student information database

The database includes:

- admission forms
- transfer information
- the student register
- class lists

Maintaining and using immunisation records

The school will ask parents/carers to provide their child's immunisation status certificate showing their immunisation status against infectious diseases.

Resources

DET Enrolment School Policy Advisory Guide

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>

Updated by	Education Committee	Version Final
Principal signature		Approved by School Council on 25 October 2016
School Council President signature		Scheduled review date October 2019