



Kalinda Primary School No. 5121

## ***Student Enrolment Policy***

### **Rationale:**

All children enrolling at the school deserve a smooth and positive transition that enables them to become part of the school community with maximum support.

### **Purpose:**

To ensure that schools:

- Enrol eligible students in accordance with Department of Education and Training policies, including any zoning restrictions
- Maintain enrolment data
- Maintain their custodial role

### **Aim:**

To provide an efficient enrolment process which satisfies the needs of both students and the school.

### **Implementation:**

Schools must:

- enrol 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 History Statement from the Australian Immunisation Register)
- 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
  - Victorian privacy laws.

Rule: 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

### **School Policies which underpin this policy:**

- Admission
- Immunisation
- Information Privacy
- Placement
- Transition
- Transfers

Date ratified by School Council: 18/02/2019

Date of Review: February 2022