

Date
July 2019

MELTON WEST PRIMARY SCHOOL ENROLMENT POLICY

1. PURPOSE

To ensure that Melton West Primary School:

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

2. POLICY STATEMENT

Melton West Primary School will

- enrol all eligible students 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.

3. IMPLEMENTATION

Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year (or when relevant) unless an approved alternative placement has been arranged.

- schools in the Melton network will accept all children from their designated neighbourhood area who are eligible to enrol. All parents/carers from outside the designated neighbourhood area will be directed to the school that is in their designated neighbourhood area to enrol.
- if parents/carers have compelling reasons for enrolling outside their designated neighbourhood area, they are to contact the Regional office who will make a decision in reference to an out of designated neighbourhood area enrolment.

Before admitting a student, schools must:

- **for students transferring from another Victorian government school**, import student information using CASES21; and provide parents with the Student Enrolment Information Form for validation of student information
- **for students who are new to the government system**, obtain a completed enrolment form.

For all students, schools must:

- collect relevant admission information
- provide a privacy notice to the enrolling parent explaining the use to be made of enrolment information. For sample notices see: Privacy within [Department resources](#)
- collect and record an Immunisation History Statement - primary students.

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas or [Immicard](#) see : [International Student Program](#)
- deemed eligible and approved for enrolment by the principal or relevant regional director.

Supporting Documents and references

- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2017
- Family Law Act 1975
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2009

Date Reviewed: (School Council Endorsement)	Not required
Date of Last Review	July 2019
Next Review Due Date	July 2022
Responsible for Review	Assistant Principal
Frequency of Review	3/4 year review cycle
References	Victorian Government Schools Policy Advisory Guide