



Enrolment Policy

Rationale

Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year, and may be enrolled at another school subject to sufficient accommodation. Under the Education and Training Reform Act 2006 (Vic) (the Act), schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted.

Our aim at Kerang South is to enrol eligible students and maintain enrolment data.

Guidelines

- Students enrolling at our school as part of a prep intake will be required to provide proof of age – birth certificate (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate.
- be an Australian citizen, or a student with relevant specified visas or Immicard.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- Other parents seeking early age entry for their children must make a written application to the Regional Director.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children.
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.

Enrolment forms are available on CASES21 and must include:

- date of birth (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. Anaphylaxis, allergy, asthma and plans for other medical conditions signed by a medical practitioner also need to be completed.
 - 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.
 - take a copy of the sighted document and record information on the immunisation status of each enrolled child.
- Other forms to be signed at the time of enrolment include – Media Release form, ICT Use Agreement, Local Excursions form, Lice Check form.

Kerang South will:

- enrol any student who wishes to enrol and meets the DET eligibility requirements above.
- 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 status certificate).
- verify changes to student enrolment names.
- maintain student details and movements in enrolment history.
- 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 subsequent enrolment is in the name attached to the VSN, unless new legal documentation with an amended name is provided.

Immunisation Status Certificates

- 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.

This policy is in line with the DET Enrolment Policy - <https://www2.education.vic.gov.au/pal/enrolment/policy>

This policy was updated in October 2023

Review date – November 2026