



# ENROLMENT POLICY

## PURPOSE

To outline the requirements for admission and enrolment at Hallam Primary School.

## SCOPE

This policy applies to all families seeking admission and enrolment of their children at Hallam Primary School, and to Hallam Primary School personnel.

## POLICY

### Compulsory school age

Under the Education and Training Reform Act 2006, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted.

Children of school age have the right to be admitted to their designated government school unless an approved alternative placement has been arranged. School zones can be found at [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au). Hallam Primary School will consider enrolment for children residing outside the neighbourhood zone as long as the school has enough space.

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas or [Immicard](#)
- deemed eligible and approved for enrolment by the Principal or relevant Regional Director.

At Hallam Primary School, the Principal is responsible for assessing eligibility and approving the admission of:

- children who are at least 5 years of age by 30 April of the year of enrolment, and are enrolling in a course of primary education; and
- individuals who are of compulsory school age, i.e. those aged between 6 and 17 years

For enrolment, Hallam Primary School will:

- collect relevant admission information
- provide a privacy notice to the enrolling parent explaining the use to be made of enrolment information.
- collect and record an Immunisation History Statement

## Early age entry

Where a student is younger than 5 years of age on 30 April in the year of enrolment, an exemption from the minimum age requirements is required. Early age entry or exemption from the minimum age requirements must be:

- requested in writing to the school by their parent/carers
- considered by the principal, who must make a written recommendation for consideration by the regional director
- forwarded to the relevant regional director, with all supporting documentation attached, via email
- assessed by the regional director, who must consider eligibility, the principal's recommendation and all other relevant circumstances, and make a decision regarding the application
- approved or not approved in writing by the relevant regional director. The regional office should notify both the parent and school of the decision in a timely manner.

To be eligible for an exemption from the minimum age requirements a child must meet both of the following criteria:

- the child possesses suitable academic ability; and
- it is in the child's best interests to be enrolled at or attend a government school.

Applications that do not address the requirements for **both** criteria will not be eligible for approval.

## Enrolment

Enrolment documentation is available from Hallam Primary School and must be fully completed and signed by the parent/s or appropriate person. Hallam Primary School must adhere to the Department enrolment requirements as follows:

- enrol eligible students under the name contained in the documents supporting their admission; primarily their birth certificate/passport
- keep copies of sighted documents
- 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.

## Changing enrolment name

Hallam Primary School 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
- supporting documentation, which was not originally available, differs from the name provided during conditional enrolment
- 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.

## Immunisation Records

Prior to enrolment, parents are required to provide Immunisation History Statements from the Australian Immunisation Register (Medicare) to indicate whether their child has been fully/not been fully immunised against some or all of the following infectious diseases:

- hepatitis
- diphtheria
- tetanus
- pertussis (whooping cough)
- poliomyelitis
- Haemophilus influenza type B
- pneumococcal
- rotavirus
- measles
- mumps
- rubella
- meningococcal
- varicella (chickenpox).

**NOTE:** In accordance with amendments to 'No Jab No Play' legislation, as of 28 February 2018 only the Immunisation History Statement from the Australian Immunisation Register is acceptable for the purposes of enrolling in a primary school in Victoria. Sighting of the stamped immunisation booklet or documents produced by GPs or other immunisation providers is not sufficient evidence to meet this requirement.

The immunisation status of the student will be entered on the Student Information Database. Immunisation documentation will be maintained on the student's administration file and, where the student transfers to another government school, it will be transferred to the receiving school.

During disease outbreaks reference will be made to student Immunisation History Statements and, where necessary, parents/guardians of students not immunised will be advised to keep their children at home for the recommended period, as outlined in the Department of Health's School exclusion table, see: [Immunisation](#).

## Student information database

Student information will be recorded at enrolment, and maintained as follows:

- Enrolment data is entered for students who are new to the Victorian government school system.
- Data is:
  - updated when changes occur, such as guardianship
  - updated when informed by parents of changes to family circumstances
  - reviewed half yearly, specifically parent/guardian contact information
  - revised annually for State and Commonwealth reporting
  - confirmed/updated and signed by the parent/guardian when students transfer
  - transferred using CASES21 when students are moving from one government school to another government school

**NOTE:** Records are disposed of in accordance with the General Disposal Schedule

<https://hallam-ps.vic.edu.au/about-us/#policies>

## Incomplete student information

When enrolment information is incomplete, the Principal will:

- request that the parent/carer provide the missing information
- advise the parent or carer they are legally responsible for ensuring a child of school age attends school.
- defer admission of a student
- conditionally enrol the student

## Resources and Related Legislation

<https://www.education.vic.gov.au/parents/going-to-school/Pages/zones-restrictions.aspx>

Education and Training Reform Act 2006

Privacy Act

Public Health and Wellbeing Act 2008

Public Health and Wellbeing Regulations 2009

## REVIEW CYCLE

This policy was updated in 2019 and is scheduled for review in 2023.

<b>Endorsed By</b>	Hallam Primary School Council
<b>Endorsement Date</b>	15.08.2019
<b>Reviewed</b>	2019
<b>Responsible for Review</b>	Principal
<b>Next Review</b>	2023