

ENROLMENT POLICY

Updated 18th July, 2017

For Review July 2020

Purpose of this policy

To ensure that schools:

- enrol eligible students
- maintain enrolment data
- maintain their custodial role.

Prerequisite policy

- [Admission](#)

Policy

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 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
 - 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 see: [Department resources](#)

Changing enrolment name

Note: 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 in 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

- supporting documentation, which was not originally available, differs from the name provided during conditional enrolment see: [Admission](#)
- 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, in primary schools
- class lists

Maintaining student information in CASES21

This table describes how schools maintain student information in CASES21.

Stage	Description
1	Enrolment data is entered for students who are new to the Victorian government school system. Data is: <ul style="list-style-type: none"> • confirmed/updated and signed by the parent/guardian when students transfer • updated when changes occur, such as guardianship • reviewed half yearly, specifically parent/guardian contact information, see: CASES21 Administration User Guide for guidance including processes for generating the Student Enrolment Information Form and Student Information Full Details Report, , see: CASES21
2	<ul style="list-style-type: none"> • revised annually for State and Commonwealth reporting • updated when informed by parents of changes to family circumstances.
3	Records are disposed of in accordance with the General Disposal Schedule. See: Archives and Records Management

Note: Schools enrolling international students should update CASES21 to confirm the student's commencement of study within 5 working days of commencement. Any changes to the student's enrolment should also be recorded in a timely manner. This will ensure an accurate disbursement of funds to the relevant school. See: ISP Quality Standards and School Resources under [Department resources](#)

Note: Where students are moving from one government school to another government school, student data can be transferred using CASES21 (mandatory from July 2017) and:

- parents are not required to complete a new enrolment form if data is transferred using CASES21
- schools must not create a new student record in CASES21 – this will create a duplicate record
- schools are required to send a copy of the Student Enrolment Information Form to the parent for checking, updating and signing to ensure student data is current and accurate.

For further information see: [Transfers](#) and [Admission](#)

Maintaining and using immunisation records - primary students

Immunisation status certificates indicate whether primary students have been 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).

This table describes how schools should maintain and use immunisation records for primary students.

Stage	Description
1	Obtain copies of official immunisation certificates from parents/guardians prior to enrolment. Note: It is not sufficient to sight the stamped immunisation booklet. Maintain a file containing immunisation certificates.
2	Note: If primary students transfer to another primary school a copy of the immunisation status certificate should be sent to the receiving school. During disease outbreaks refer to student immunisation status certificates.
3	Instruct parents/guardians of students not immunised to keep their children at home for the recommended period, as outlined in the Department of Health's School exclusion table, see: Immunisation .

Maintaining Student Family Occupation and Education (SFOE) information

Funding for equity (Social Disadvantage) provides an individual loading for students from disadvantaged backgrounds that will increase with the density of disadvantage at the school. Increased funding for schools has proven to raise educational outcomes, particularly for these students. Schools use Social Disadvantage funding to deliver tailored educational programs that meet the needs of this cohort of students.

The Social Disadvantage loading allocates funding based on parental occupation, parental education and the level of concentration of disadvantage in a school. Students with the highest

level of need are targeted with the most funding to ensure schools have the resources to support them.

SFOE information that parents provide directly affects the level of Social Disadvantage funding that a school will receive. Therefore, it is essential that schools:

- ensure that their staff understand why SFOE data is needed and the benefits of ensuring there are no errors in data logged on CASES21
- clearly explain to parents the importance of correctly completing the parent information form
- have a process to ensure SFOE information is accurate and up-to-date
- contact parents when occupation and/or education data is missing, incomplete or unclear
- keep records to explain any changes or updates to data submitted by parents.

Related policies

- [Admission](#)
- [Immunisation](#)
- [Information Privacy](#)
- [Placement](#)
- [Transition](#)
- [Transfers](#)

Related legislation

- *Education and Training Reform Act 2006*
- *Privacy Act*
- *Public Health and Wellbeing Act 2008*
- *Public Health and Wellbeing Regulations 2009*

Department resources

- [Student Family Occupation Education \(SFOE\) Portal](#)
- [Victorian Student Number \(VSN\)](#)
- [ISP Quality Standards and School Resources](#) - see *International Student Program Quality Standards for Schools*, Quality Standard 6 - Student Support Services

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