



Broadford Primary School

ENROLMENT POLICY AND PROCEDURE

Purpose

To ensure that Broadford Primary School

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

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

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

Below describes how schools maintain student information in CASES21.

- 1 **Enrolment data is entered for students who are new to the Victorian government school system.**
- 2 **Data is:**
 - 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**
 - 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 influenzae* type B
- pneumococcal
- rotavirus
- measles
- mumps
- rubella
- meningococcal
- varicella (chickenpox).

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

1 Obtain copies of official immunisation certificates from parents/guardians prior to enrolment.

Note: It is not sufficient to sight the stamped immunisation booklet.

2 Maintain a file containing immunisation certificates.

Note: If primary students transfer to another primary school a copy of the immunisation status certificate should be sent to the receiving school.

3 During disease outbreaks refer to student immunisation status certificates.

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.

Enrolment Procedure

1. Complete the Enrolment Inquiry (Appendix A) on first contact with the school.
2. Assistant Principal will organise a meeting and a tour and all forms will be given to new family.
3. If they are transferring from another Government school the electronic transfer will be used otherwise they will be required to complete the Cases 21 Enrolment form.
4. A copy of the birth certificate and immunization will be taken. An electronic file will be created and saved in U: Broadford School Doc\Student Files\Student Surname and First Name. Scan all documents and save here. Create a paper file and place in the black file cabinet.
5. Enrolment will be entered on Cases 21 once confirmed by the Principal.
6. Previous school will be notified on the first day of attendance.

Related policies

- [Admission](#)
- [Immunisation](#)
- [Information Privacy](#)

- [Placement](#)
- [Transition](#)
- [Transfers](#)

Date Implemented	October 2016
Author	Janine Stephens
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	October 2020
Responsible for Review	Principal
Next Review Date	October 2022

Reference:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>



BROADFORD PRIMARY SCHOOL No 1125

Enrolment Inquiry

Complete one form for each family to be enrolled and place in address student folder. All enrolment inquiry forms should be placed in the future enrolment file in the top draw of black filing cabinet. Step through each process and initial as each item is completed or get relevant person to initial. All documents received should be placed into a manila file with the students name and then filed alphabetically in Black Filing cabinet when the student commences. **Student Checklist:**

Date: _____ (contact first made with the school)

Students Name..... Male/Female DOB

Students Name..... Male/Female DOB

Students Name..... Male/Female DOB

Grades:..... Start Date:

Prev School:.....

Parents Full Name:..... Phone:

Appointment date & time..... Steve or Anne

Notes from parent:

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Enrolment checks	Initial date		Initial date
Enrolment pack given/posted		Consent for transfer of student File/reports	
Enrolment Form received		Previous school notified when student commences at BPS	
Copy of Birth Certificate & Immunisation form – Enrolment is conditional until this is confirmed.		CSEF Eligible? (If so process application or contact previous school to transfer funds)	
Medical Alert – Give relevant Asapivixk/Aleqiy/Astima forms. Copies of these must be given to class room teacher and placed in file table etc.		Court Orders–In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility. The signature of both parents is required for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school	
Reports/Assessments/Transition information received from previous school-copy and email to teacher		Report STV21002 printed and placed in Student Emergency Contact Book	

Entered on Cases 2.1 - Add Electronic File to the System		Transfer confirmation received and returned	
School charges entered		Give info regarding Fees/Camps/Excursions	
Add student to Camps & Excursion Groups		Add Student to Library System so they can borrow books.	
Has the child/family worked with Wellbeing Supports?		Does the child/family require Wellbeing support? Click: Family Support, Psychologist Paediatrics, other.....	

Notes from Principal:

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Transfer to: Date:.....