



# MONTMORENCY PRIMARY SCHOOL

## Enrolment Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact the office on 9434 5944 or email [montmorency.ps@education.vic.gov.au](mailto:montmorency.ps@education.vic.gov.au).

### PURPOSE

All children who are Australian citizens or permanent residents, and who are under eighteen years, are entitled to be enrolled in a government school. Montmorency Primary School is a government school which caters for students for 7 years, from Foundation to Year 6. Eligible children have the right to be placed in their designated neighbourhood school.

### POLICY

#### Admission

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.

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.

The school will adhere to the aps privacy policy.

- Collect and record an immunisation status certificate – 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.

## **Age eligibility and approval requirements**

### 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. For exemption categories and process see: Attendance

In accordance with the Education and Training Reform Act 2006, Montmorency Primary School will accept children who are at least 5 years of age by 30 April of the year of enrolment and meet the criteria for placement.

Principals are responsible for assessing eligibility and approving admissions.

### Information required for enrolment

The following link outlines information required by the school for admission and options regarding incomplete information:

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

## **ENROLMENT**

As per DET guidelines, Montmorency Primary School will:

- 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

### **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

Further information relating to maintaining CASES21 records can be found at:

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

## **Maintaining and using immunisation records**

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)

Further information relating to immunisation records can be found at:

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

## **STUDENTS WITH A DISABILITY**

The Department is committed to delivering an inclusive education system that ensures all students have access to a quality education that meets their needs. There are a range of policies, programs and resources for schools to support the delivery of high-quality schooling for all students, inclusive of students with disabilities and additional learning needs. These resources may be provided in the Student Resource Package, through student support services or through early identification and intervention programs.

Montmorency Primary School has high expectations for all learners, and recognises that all students have the potential to learn. In addition, schools have legal obligations that include the provision educational opportunities, duty of care, occupational health and safety and discrimination, see: Student Engagement and Inclusion Guidance - Legal Obligations.

Under section 32 of the Disability Discrimination Act 1992, education providers must comply with the Disability Standards for Education 2005, see: Support for Children with Special Needs - Disability Standards: Resources. The Disability Standards set benchmarks with which all schools must comply. They cover enrolment, participation, curriculum development, student support services and the elimination of harassment and victimisation.

To comply, an education provider must make 'reasonable adjustments' to accommodate a student with a disability. An adjustment is a measure or action taken to assist a student with a disability to participate in education and training on the same basis as other students. When planning an adjustment for the student, the school should consult with the parent/guardian/carer(s) and, where appropriate, the student, through the Student Support Group process.

The Disability Standards for Education apply to all students with a disability, not just those who are eligible for support under targeted programs such as the Program for Students with Disabilities, which provides supplementary funding to assist schools in supporting students with disabilities and moderate to severe needs. Additional resources provided to schools do not define or limit the support provided for a student with a disability.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Discussed at parent information nights/sessions
- Annual reference in school newsletter
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

Department policies:

[Enrolment Policy](#)

[Placement Policy](#)

[Find my School](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2022
Consultation	Internal
Approved by	Principal
Next scheduled review date	March 2023