

ENROLMENT POLICY

PURPOSE

To ensure that schools:

- Enrol eligible students.
- Maintain enrolment data.
- Maintain their custodial role.

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 History Statement from the Australian Immunisation Register).
- 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.

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.
- 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.

REVIEW CYCLE AND EVALUATION

This policy was last updated on 1st November 2019 and is scheduled for review in 1st November 2022.