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|  | **ENROLMENT POLICY** |
| Policy reveiwed by:Kathie Arnold and Jamie Sharp  | Ratified at school council:To be reviewed:August 2021 |
| **PURPOSE:** |
| Our school is committed to providing a safe and nurturing environment. Our enrolment process is one that is highly valued among our students, staff, families/carers and the community. Enrolments are considered on a needs basis where we commit to providing the most appropriate information to families/carers on how well the school can accommodate students at Aldercourt Primary School. As mentioned below we enrol students with special needs alongside other eligible children. |
| **AIM:** |
| To provide an efficient and effective process of enrolment for all students, parents/carers and the school  |
| **CRITERIA:** |
| 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.
* 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](https://www.border.gov.au/Trav/Refu/Immi) see **:**[International Student Program](http://www.education.vic.gov.au/school/principals/spag/curriculum/pages/program.aspx)
* deemed eligible and approved for enrolment by the principal or relevant regional director.

On admission schools consider the following in determining a student’s school readiness:* entry assessment from kindergarten
* observations to assess development, literacy and numeracy, and academic, social and emotional needs.
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| **AGE ELIGIBILITY AND APPROVAL REQUIREMENTS:** |
| 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 the Department of Education and Training’s [Attendance](http://www.education.vic.gov.au/school/principals/spag/participation/Pages/attendance.aspx) policy.This applies to all schools including mainstream, specialist, and government English Language schools or centres.A person who is not of compulsory school age may not enrol in or attend a Government school unless:* the person falls within an exception to the age eligibility requirements set out in the age regulations; or
* the person is granted an exemption from the age regulations.
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| **PRINCIPAL RESPONSIBILITY:** |
| Educational programs not subject to the age requirementsThe age requirements set out in the Regulations do not apply to individuals who will attend programs conducted at a Government school:* outside school hours
* by Registered Training Organisations or other bodies that are separate from the school.

Principals are responsible for assessing whether a person seeking enrolment falls within the scope of an exception to the standard age requirements.  If the person meets the exception criteria the person automatically meets the age eligibility requirements for enrolment. The principal cannot refuse to enrol the person solely on the basis of their age.Exemptions from the age requirementsThe Minister or (if the Minister has delegated power) a Regional Director may grant an individual an exemption from the minimum and maximum age regulations in limited circumstances.An individual is eligible to apply for an exemption if they meet the criteria set out below.  Eligibility does not guarantee that an exemption will be granted. Exemptions from the minimum and maximum age requirements are the exception rather than the norm. This should be taken into account when considering enrolment decisions, such as beginning school, transitioning from primary to secondary school and planning for completing school or moving to other available settings.Schools may not always be the most appropriate place for some children or young people. There are a range of age appropriate settings available for children and young people, whether they may be early childhood services and settings or adult education options.It is important that when considering applications for exemption from the age requirements a balance needs to be struck between the best interests of the child or young person and that of other students. This balance must be found for individual cases and circumstances, while also ensuring that the exemption process is consistently and fairly applied.The following arrangements apply to enrolments that can be assessed and endorsed by principals but require relevant regional director approval.Early Age EntryWhere a student is younger than 5 years of age on 30 April in the year of enrolment and does not meet one of the exceptions listed above, 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 parent/guardians
* 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 student must meet the following criteria:* the person requires extra support or assistance, or possesses suitable academic ability; and
* it is in the person’s best interests to be enrolled at or attend a Government school.

It is Department policy that applications will generally not be approved unless an applicant is:* at least 4 years 6 months of age on or before 30 April in the year of school commencement
* if applying on the basis of suitable academic ability, either:
	+ assessed as  ≥ 130 Full Scale IQ (2 standard deviations, or more above the mean), preferably using the Wechsler Preschool and Primary Scale of Intelligence, Fourth Edition, Australian and New Zealand (WPPS-IV A&NZ), including the 10 sub-tests required to calculate the Full Scale score and Primary Index Scales, conducted after the child has attained the age of 4-0 years; or:
	+ transferring from another state or jurisdiction after a minimum of one term enrolment and attendance in the other jurisdiction, and there is evidence of the student’s satisfactory progress at school in the other jurisdiction;
* considered at risk of long-term educational disadvantage by a childcare, kindergarten, allied health or other relevant professional if they do not commence at school. This is the main ‘best interest’ consideration.

For further information and the application form, see DET’s:* [Minimum Age Exemption - Early Entry to School Application (docx - 51.45kb)](http://www.education.vic.gov.au/Documents/school/principals/spag/participation/minageexemptform.docx)
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| **REQUIRED INFORMATION:** |
| Enrolment forms are available on CASES21 and must be completed for students enrolling in a Victorian government school for the first time.​ Enrolment forms must include:​* date of birth (note: evidence of date of birth can be official, such as a birth certificate or where this is not able to be produced, unofficial, such as a doctor’s note attesting to a child’s age).
* names and addresses of the student and enrolling parent or guardian
* details of medical and other conditions that may require special consideration
* emergency telephone numbers, including a nominated doctor.
* the name of the previous school and the student's current year level, where students transfer from another school. Note: For students transferring from another Victorian government school, data can be imported using CASES21
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| **IMPLEMENTATION AND RECORD KEEPING (INCLUDING TRANSFERS):** |
| Before admitting a student schools must: * Collect relevant admission information
* Obtain a completed enrolment form if commencing Foundation/Prep or and enrolment into a government school for the first time. Otherwise a school to school transfer will be completed by the administration of both schools.
* Provide a privacy notice to the enrolling parent explaining the use to be made of admission information. For sample notices see: Privacy within Department resources
* Collect and record an immunisation status certificate – primary students.

All children who are eligible to attend a Victorian Government school are welcome to attend our school.* Students enrolling at Aldercourt Primary School as a Foundation (Prep) intake will be required to provide proof of age (indicating they have turned 5 years of age by the 30th April of that year) and an immunisation certificate
* A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
* Other parents seeking early age entry for their children must make a written application to the Regional Director.
* Information regarding the enrolment of overseas students can be obtained from the International Students Unit (03) 9637 2202.
* Students with Disabilities will be enrolled along with all other eligible children
* All enrolments will require the completion of the (Department of Education and Training) DET ‘Confidential Student Information Enrolment Form’, with details entered on CASES21 by Student Administration Officers.
* Students wishing to enrol at our school from a neighbouring school will be able to do so at the discretion of the Principal.
* A Principal Class Officer or nominated personnel will contact the previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interests of the student.
* Students will be allocated to classes according to a combination of class size and student need.
* Aldercourt Primary School will provide a form to parents regarding contact details and other required documentation about the student for any transfers between schools and an explanation to the parent enrolling the student as to how this information is used.
* Aldercourt Primary School will make contact with the student’s previous school (where applicable) to gain assist with the transition, academic and social needs of the student.

The school will:* 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 and Victorian privacy laws.
* Assign a Victorian Student Number (VSN) at the initial enrolment which 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
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| **ENROLMENT PACKS:** |
| Aldercourt Primary School provides all families with enrolment packs when new to the school and annually the school enrolment permission forms.Please see below the 2017 School Enrolment Permission forms: |

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Dear Parents/Guardians,

As a part of our start of year process we need to make sure that our records are up to date. It is important that we keep our data base up to date in case of emergencies.

The forms included in this pack are:

*Publication Permission*

*Movie Permission*

*Local Excursions Permission*

*Head Lice check permission*

*Computer usage & Internet agreement*

*Medical Conditions* (other than the Asthma Care Plan for schools which is available at the office)

Thank you for your support in completing these forms,

*Aldercourt Primary School*

*Administration Team*

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**2017**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PUBLICATION OF STUDENT’S WORK/PICTURES:**

During the course of the year children’s work or personal and/or photographs may be published in local or state newspapers, in the D.E.T. Victorian School News, appear on television. Parents have the right to withdraw permission for this to take place. If you agree to have your child’s work or photograph published now, but the circumstances change during the year, please notify your child’s class teacher immediately

**PARENTS PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES MEDIA**

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server or printed media. At all times your child’s surname **would not** be added onto this media source.

My child’s work and photographs of my child **can be** published through the media.

I would prefer that my child’s work and picture **not be** published through the media.

**PARENTS PERMISSION FOR THE PUBLICATION OF STUDENT WORK/ PHOTOS ON THE INTERNET**

At times the school publishes student’s work and photos on the School Website on the Internet. Please indicate below if you give permission for your child’s photo or work to be published through this media. At all times your child’s surname **would not** be added onto this media source.

My child’s work and photographs can be published on the School’s Website on the Internet

I do not want my child’s work or photograph to be published on the School’s Website on the Internet

**STUDENT’S WATCHING PG RATED MOVIES**

Currently schools have permission to watch ‘G’ rated movies. Movies such as Shrek 2, Harry Potter etc. are PG.

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| **PG RATED MOVIES**I give permission for my child to watch PG rated movies(Please tick ***✓***)* Yes I approve
 | **PG RATED MOVIES**I do not give permission for my child to watch PG rated movies(Please tick ***✓***)* No I do not approve
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 **LOCAL EXCURSIONS**

My child has permission to participate in:

Local Excursions – which may include walking a small distance from the school grounds to complete class curriculum activities **YES / NO**

I authorise the teacher in charge of the above programs to consent where it is impracticable to communicate with me, to the child receiving such medical or surgical treatment as may be deemed necessary.

 **HEAD LICE INSPECTIONS**

Often at the start of each term there is a minor outbreak of head lice. Parent permission is required for an inspection to take place.

I **agree** to allow a head lice inspection of my child should the need arise.

I **do not agree** to allow a head lice inspection of my child should the need arise.

Date ......./ …. /2017 ...............................................................................

Signature of Parent or Guardian



**COMPUTER USAGE &**

**INTERNET AGREEMENT 2017**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that I am responsible for my own actions while using the Internet as a learning tool.

I understand that I must display a full understanding of this agreement and further lessons before being accepted to hold any sort of licence.

The Internet, like the real world, is a place where there are lots of places to go and visit and explore. Like the real world there are places that are suitable only for adults and many places that are more suited to children.

With this understanding, I agree to the following rules:

* Use common sense at all times
* Never give out personal information such as a phone number, access or password
* Represent myself honestly at all times
* Check with the teacher to see if I am permitted to access the internet
* Disengage from people who are nasty, argumentative or acting inappropriately
* Contact the teacher immediately if I have trouble getting out of a difficult situation
* The classroom teacher will keep this agreement for the current year.

I understand that:

* Serious breaches of the rules regarding internet usage will result in an indefinite loss of this privilege
* If I do not return this signed agreement I will not be permitted to use the Internet.

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_

As a parent/guardian of the above signed student I agree to the terms and conditions of this
 agreement and grant permission to (student) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ learning

 on the internet.

Parent Approval Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**OTHER MEDICAL CONDITIONS - 2017**

**\*\*\*\*This does not include Asthma as we have a special Asthma Plan form that can be collected from the office**

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| **Student Surname: Grade:**  |
| **First Given name:** |
| **Preferred Name: (if applicable)** |
| **Sex: 🞎 Male 🞎 Female Date of Birth:**  |

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| **Does the student have any medical condition? (other than asthma)** (tick)(more copies of the other medical condition/allergy forms are available on request from the school) | 🞎 Yes | 🞎 No |
| If yes, please specify: |  |
| Symptoms: |  |
| **If my child displays any of the symptoms above please:** (tick) |
| Inform Doctor | 🞎 Yes | 🞎 No | Inform Emergency Contact | 🞎 Yes | 🞎 No |
| Administer Medication | 🞎 Yes | 🞎 No | Other Medical Action | 🞎 Yes | 🞎 No |
|  | If yes, please specify: |  |
| **Does the student take medication?** (tick) 🞎 Yes 🞎 No |
| **If medication is to be administered, please complete a Medication Form (available from the office)** |
| **Is the medication taken regularly by the student (preventive) or only in response to symptoms?** (tick) | 🞎 Preventative | 🞎 Response |

**Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**