

POLICY: ENROLMENT

PURPOSE:

All children enrolling at Brentwood Park Primary School deserve a smooth transition which enables them to become part of the school community with a minimum of disruption and maximum support.

Brentwood Park has been assigned by the Department of Education as a zoned school and eligible children have the right to be placed in their zoned school. A zoned school is a school that has been provided a specific zone in which students must live.

Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order:

1. Students who live within the zone.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Compassionate grounds.

AIMS:

To provide an efficient process of enrolment that satisfies the needs of both students and the school.

IMPLEMENTATION:

- The 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 (these include an Immunisation History Statement from the Australian Immunisation Register, Birth Certificate and Visa details if relevant)
 - 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
- To commence primary school, a child will need to turn 5 years old by 30 April. Schooling is compulsory for children who have turned 6 years old.
 - Use [Find my School](#) to locate your designated neighbourhood school (referred to as your local school).
 - Download the [Foundation \(Prep\) Enrolment Information Pack for Parents/Carers](#).
- 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.
- All enrolments will require details to be entered onto CASES 21 as soon as they are received.
- The school 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
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in itself insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- Administration staff will contact previous schools to seek a transfer note.
- Principal class officers may contact the previous school to discuss any academic or behavioural matters. The principal has the authority to defer an admission to complete any enquiries with the previous school in the interests of the student.
- Students will be allocated to classes according to a combination of class size and student need.

COMMUNICATION:

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

- Available publicly on our school's website
- Placed in a school newsletter.
- Discussed at staff briefings/meetings as required.

POLICY REVIEW AND APPROVAL:

Policy last reviewed	31/10/2023
Consultation	Consultation with and approved by school council
Approved by	James Bell, principal
Next scheduled review date	October 2026