WATTLE PARK PRIMARY SCHOOL
ENROLMENT POLICY

Rationale

All children who are Australian citizens or permanent residents, and who are under eighteen years, are entitled to be enrolled in a government school. Wattle Park Primary School is a government school which caters for students for 7 years, from Foundation to Year 6.

Aims
To ensure that Wattle Park Primary School in accordance with the [DET Enrolment Policy](#)
- enrols eligible students
- maintains enrolment data
- maintains a custodial role.

Policy
Wattle Park Primary School will, in accordance with the [DET Policy Advisory Guide](#):
- 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](#) including 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

Further Information relating to maintain CASES 21 records can be found on the [DET Enrolment Policy](#)

Maintaining and using immunisation records - primary students
Immunisation History Statements from the Australian Immunisation Register indicate whether primary students have been immunised against some or all of the following infectious diseases:

- hepatitis
- diphtheria
- tetanus
- pertussis (whooping cough)
- poliomyelitis
- Haemophilius influenza type B
- pneumococcal
- rotavirus
- measles
- mumps
- rubella
- meningococcal
- varicella (chickenpox).

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Maintaining Student Family Occupation and Education (SFOE) information

Funding for equity (Social Disadvantage) provides an individual loading for students from disadvantaged backgrounds that will increase with the density of disadvantage at the school. Increased funding for schools has proven to raise educational outcomes, particularly for these students. Schools use Social Disadvantage funding to deliver tailored educational programs that meet the needs of this cohort of students.

The Social Disadvantage loading allocates funding based on parental occupation, parental education and the level of concentration of disadvantage in a school. Students with the highest level of need are targeted with the most funding to ensure schools have the resources to support them.

SFOE information that parents provide directly affects the level of Social Disadvantage funding that a school will receive. Therefore, it is essential that schools:

- ensure that their staff understand why SFOE data is needed and the benefits of ensuring there are no errors in data logged on CASES21
- clearly explain to parents the importance of correctly completing the parent information form
- have a process to ensure SFOE information is accurate and up-to-date
- contact parents when occupation and/or education data is missing, incomplete or unclear
- keep records to explain any changes or updates to data submitted by parents.

Evaluation

This policy will be reviewed as part of the school's annual review cycle.

This Policy was ratified by School Council – 19.6.2018