

St Albans East Primary School Enrolment Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact 9366 2071.

PURPOSE

The purpose of this document is to ensure that students have access to their designated neighbourhood Government school and the freedom to choose other schools subject to facility limitations and equitable, consistent, transparent and accountable application of placement criteria, i.e. correct implementation of Government policy.

Children of school age have the right to be enrolled and admitted to their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged.

To outline the enrolment criteria and processes relating to St Albans East for Deaf Children

At initial enrolment a Victorian School Number (VSN) is allocated to a student in the name certified in admission documents. When students transfer between schools, the subsequent enrolment is in the name attached to the VSN, unless new legal documentation with an amended name is provided.

SCOPE

To ensure St Albans East Primary School complies with DET enrolment policy and guidelines.

To ensure the school complies with the legislative requirements of the:

- Education & Training Reform Act 2006
- Privacy Act
- Public Health and Wellbeing Act 2008 and
- Public Health and Wellbeing Regulations 2009.

IMPLEMENTATION

Designated Neighbourhood Area (DNA) school

The DNA school is the school that is nearest to the student's permanent residence, unless the Regional Director:

- Needs to restrict new enrolments at the school due to pressure on enrolment capacity: and therefore
- Has designated the neighbourhood zone for the school

The measure of the nearest school (not withstanding if a neighbourhood zone has been put into place) is determined as follows:

- If the student resides in the metropolitan region, Ballarat, Bendigo or Geelong, then the nearest school is measured by a straight line from the student's residence.

- For any other area is the shortest practical route.

When the number of enrolment applications exceeds the number of places available and enrolment capacity has been reached, as agreed with DET, students are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood Government school.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Students seeking enrolment on specific curriculum grounds (only applies to senior secondary programs, language continuity and other select entry schools only).
4. Where the Regional Director has restricted the enrolment, students who reside nearest the school.
5. All other students in order of closeness of their home to the school.

In exceptional circumstances, student who can demonstrate compassionate grounds may be enrolled upon agreement of the principal.

The principal 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 student details and movements in an enrolment history.
- Keep all information confidential and managed in accordance with the DET's privacy policy and Victorian privacy laws.

If requested, the school can change the name under which a student is enrolled if new legal documentation with an amended name is provided; such as an officially amended birth certificate; proof of adoption; court order authorising another name and supporting documentation, which was not originally available, differs from the name provided during conditional enrolment or 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.

The school will maintain an enrolment database on CASES21 which includes admission forms, transfer information, the student register and class lists. Enrolment data is entered at the beginning of the year for Prep and is added when students transfer and updated if information changes.

The school will check and retain the immunisation status certificate which indicates whether primary students have been immunised against some or all of a number of infectious diseases. This will be referred to if there is an outbreak of disease or if the student transfers, in which case it will be attached to the transfer form.

The formality of enrolment may be designated to another member(s) of staff teaching or non-teaching, provided they are trained in the responsibilities.

An enrolment form available on CASES21 will be used and 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.

The signature of the parent as defined in the Family Law Act 1975 is required. Please note that in the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility. If parents are separated, both parents must sign or a copy of the court order with any impact on the relationship between the family and the school must be provided. An informal carer, with a statutory declaration, is also eligible to sign.

When (parent) consent is disputed the principal and staff will avoid becoming involved or avoid favouring one parent. School personnel will act in accordance with the best interests of the student and the school community and should realise that a resolution, satisfactory to both parents, may not be possible.

The school will request the parent/guardian to complete a head lice consent form.

ST ALBANS EAST DEAF FACILITY

St Albans East Primary School hosts the Western Metropolitan Regional Deaf Facility catering for the specific learning needs of deaf and hard of hearing children. All children who are at least 5 years of age by 30 April of the year of enrolment are eligible to apply to attend the school program at St Albans East Primary School.

ELIGIBLE Deaf or Hard of hearing student not subject to zoning or Designated Neighbourhood Area (DNA) school

The principal must submit an application to the Program for Students with Disabilities and this application must be approved before the student commences at the school.

- To determine eligibility for enrolment at the school, interested families must provide the school with: - a current audiogram or Cochlear Implant Clinic report less than 12 months old that evidences that the child has a permanent, bilateral sensorineural hearing loss of greater than 40dB across at least 3 frequencies (500, 1000, 2000Hz). - an original birth certificate – school staff will arrange for a copy to be taken and kept on the student's file. If families do not have an original birth certificate, they should discuss this with the principal, who will advise on required alternative documentation.

NEW FOUNDATION ENROLMENTS

The legislation states that an eligible child of compulsory school age (4 years and 8 months) is entitled to be enrolled at his or her designated neighbourhood Government school.

YEAR 6 TO 7 ENROLMENTS

The guidelines and processes regarding year 6 to 7 enrolments are provided to schools by the Region/DET. Please refer to this information and ensure that your practices adhere to these guidelines and timelines.

TRANSFER FROM ONE GOVERNMENT SCHOOL TO ANOTHER

When an inquiry regarding a transfer is made from one government school to another, the principal receiving the inquiry is to make contact with the principal where the student/s is currently enrolled.

INTERNATIONAL STUDENT ENROLMENT

International students wishing to enrol at a school can receive general information from the school, however it is required that the school contacts DET's International Education Division to gain more guidance around this process.

ALTERNATIVE/COMPLIMENTARY SETTING

Potential enrolments for student to participate in alternative/complimentary settings are to be discussed with SSS Network Coordinator and/or relevant Regional staff.

COMMUNICATION

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

- Available publicly on our school's website
- Discussed at staff briefings/meetings
- Discussed at parent information nights/sessions as required
- Hard copy available from school administration upon request

MORE INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL): [Attendance](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	03/06/2025
Consultation	Accessible on the school website
Approved by	Principal
Next scheduled review date	03/06/2027