



Enrolment Policy

Purpose:

To ensure that the school, enrolls eligible students, maintains enrolment data and maintains students' custodial role.

Neighbourhood Boundary:

Following discussions from the North West Regional Director and the representatives from DET (Department of Education and Training) a decision has determined that Chewton Primary School should manage enrolments to the limits imposed by accommodation constraints. Accordingly DET guidelines have determined that the school should service a defined area, referred to as the 'Designated Neighbourhood Boundary'. This boundary has been devised taking into consideration the location of other local primary schools. A map of the school boundary is attached to the policy with a more detailed map available at the office.

Goals:

- To provide each child currently enrolled, residing in the school neighbourhood boundary or with a sibling currently at the school with a right to a place at this school.
- To provide clear and precise enrolment guidelines for parents wishing to enrol their children at Chewton Primary School.

Implementation:

- Each child residing within the school neighbourhood boundary will be provided with a place at Chewton Primary School.
- Students currently enrolled, living outside the school neighbourhood boundary with a current sibling who has the same permanent residential address, who will be concurrently attending Chewton Primary School, will be provided with a place at our School.

Additional Enrolments will be received in the following order

1. Children enrolled at our school who move out of the boundary can choose to keep their enrolment place. This policy does not apply to following siblings.
2. Enrolment applications for children living outside the school zone will be accepted subject to the availability of a place. In the case of no place being available the child can be placed on a waiting list pending the availability of places.
 - Any places remaining after the placement of students as per 1 and 2 will be allocated to students living outside the school boundary in order of closeness of their home to the school.
 - Parents can choose to go on a waiting list for the following year. Interim Enrolment applications are obtainable from the school office and will be accepted throughout the year for the following year. Proximity to the school as per guideline 4 will determine who is eligible for enrolment if enrolments exceed limits imposed by accommodation constraints.
 - Parents of students on the Interim Enrolment list for the following year, will receive confirmation or otherwise of their enrolment status at Chewton by the end of October.
 - In exceptional cases, students may be enrolled on compassionate grounds where there are significant family or individual circumstances.
 - The enrolment policy will be managed by the Principal.

On Enrolment:

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. This includes an immunisation status certificate
- Verify changes to student enrolment names
- Maintain student details and movements in enrolment history
- 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 subsequent enrolment is in the name attached to the VSN, unless new legal documentation with an amended name is provided.

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.

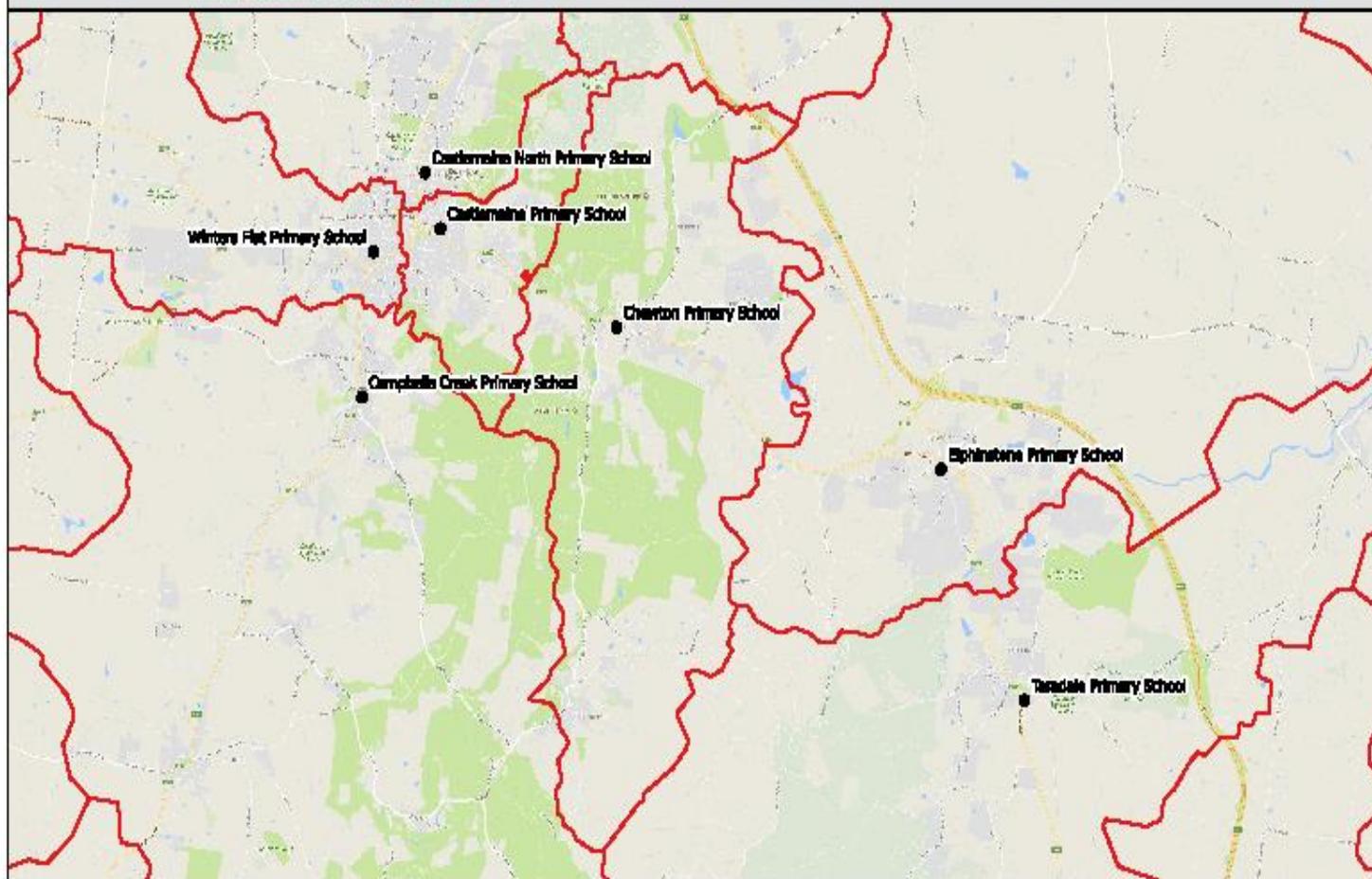
The schools can change the name under which a student is enrolled if:

- 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.
- The school must maintain enrolment data in CASES21
- Follow departmental procedure in relation to student admissions.
- **Note:** In accordance with amendments to 'No Jab No Play' legislation, as of 28 February 2018 only the Immunisation History Statement from the Australian Immunisation Register is acceptable for the purposes of enrolling in a primary school in Victoria. Sighting of the stamped immunisation booklet or documents produced by GPs or other immunisation providers are not sufficient evidence to meet this requirement. The immunisation status of the student must be recorded on CASES21 (whether an Immunisation History Statement has been received or not) and updated when necessary.

Evaluation:

- This policy will be reviewed as part of the school's 3 year cycle review. This policy was ratified by school council on 26/7/2018

2018 Designated Neighbourhood Boundary Chewton Primary School



Disclaimer: this map represents the designated neighbourhood enrolment boundary using data available to the Department of Education and Training. However, due to the limitations of the data, this map is not considered a definitive representation of this school's enrolment boundary. Designated neighbourhood boundaries may also change in response to provision and demand requirements. Please contact your regional Department of Education and Training office if you require assistance with this map. Date of map production: June 2018.

- Enrolment boundary
- Primary School

