



Enrolment Policy

All children who are Australian citizens or permanent residents, and who are under eighteen years, are entitled to be enrolled in a government school.

Auburn Primary School is a government school which caters for students for 7 years, from Prep to Year 6.

PLACEMENT

Eligible children have the right to be placed in their designated neighbourhood school. The regional director has the authority to effect placement of students.

Designated neighbourhood school

Auburn Primary School has a designated neighbourhood boundary that outlines our enrolment zone. The website <https://www.findmyschool.vic.gov.au/> determines which school is the designated school based on residential address.

Priority order of placement

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

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Where the regional director has restricted the enrolment, students who reside nearest the school.
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school.
6. In exceptional circumstances, compassionate grounds.

ADMISSION

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. The school will adhere to the APS Privacy Policy.
- 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 see : International Student Program
- deemed eligible and approved for enrolment by the principal or relevant regional director.

Age eligibility and approval requirements

Compulsory school age

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: Attendance

In accordance with the *Education and Training Reform Act 2006*, Auburn Primary School will accept children who are at least 5 years of age by 30 April of the year of enrolment and meet the criteria for placement.

Principals are responsible for assessing eligibility and approving admissions.

Information required for enrolment

The following link outlines information required by the school for admission and options regarding incomplete information:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>

ENROLMENT

As per DET guidelines, Auburn Primary 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 (Note: for primary students this includes an immunisation status certificate)
- 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.

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 maintaining CASES21 records can be found at:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>

Maintaining and using immunisation records

Immunisation status certificates indicate whether primary students have been immunised against some or all of the following infectious diseases:

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

Further information relating to immunisation records can be found at:
<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>

STUDENTS WITH A DISABILITY

The Department is committed to delivering an inclusive education system that ensures all students have access to a quality education that meets their needs. There are a range of policies, programs and resources for schools to support the delivery of high quality schooling for all students, inclusive of students with disabilities and additional learning needs. These resources may be provided in the Student Resource Package, through student support services or through early identification and intervention programs.

Auburn Primary School has high expectations for all learners, and recognises that all students have the potential to learn. In addition, schools have legal obligations that include the provision educational opportunities, duty of care, occupational health and safety and discrimination, see: Student Engagement and Inclusion Guidance - Legal Obligations.

Under section 32 of the *Disability Discrimination Act 1992*, education providers must comply with the Disability Standards for Education 2005, see: Support for Children with Special Needs - Disability Standards: Resources. The Disability Standards set benchmarks with which all schools must comply. They cover enrolment, participation, curriculum development, student support services and the elimination of harassment and victimisation.

To comply, an education provider must make 'reasonable adjustments' to accommodate a student with a disability. An adjustment is a measure or action taken to assist a student with a disability to participate in education and training on the same basis as other students. When planning an adjustment for the student, the school should consult with the parent/guardian/carer(s) and, where appropriate, the student, through the Student Support Group process.

The Disability Standards for Education apply to all students with a disability, not just those who are eligible for support under targeted programs such as the Program for Students with Disabilities, which provides supplementary funding to assist schools in supporting students with disabilities and moderate to severe needs. Additional resources provided to schools do not define or limit the support provided for a student with a disability.

Related legislation

- *Education and Training Reform Act 2006*
- *Education and Training Reform Regulations 2007*
- *Family Law Act 1975*
- Privacy Act
- *Public Health and Wellbeing Act 2008*
- Public Health and Wellbeing Regulations 2009

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