



Enrolment

As a school within the Victorian public school sector, our school will comply with all government and department enrolment requirements. The school will be a school without a zone but with a neighbourhood and it will take all students who make inquiries from its neighbourhood.

All students and a family member or a caregiver will be interviewed by a senior member of the teaching staff prior to enrolment to ascertain an appropriate year level and learning program.

The enrolment policy of the school will take account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.

It will be an inclusive school and it will provide programs for all enrollees. A Disability and Impairment Program will cater for students with special learning needs.

An enrolment register will be maintained. The enrolment register will be kept up to date by a dedicated member of the school office staff. Changes to the register will be done on a weekly basis to reflect current student numbers and movement of students into and out of the school. Student destinations will be tracked.

International students will be enrolled in a manner consistent with the guidelines for enrolment of international students of the Department of Education and Early Childhood Development.

Implementation

Crusoe College 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
- 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.

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.

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.

Enrolment database CASES21

The enrolment database includes:

- admission forms
- transfer information
- the student register, in primary schools
- class lists

Maintaining enrolment information in CASES21

This table describes how schools maintain the enrolment database.

Stage Description

- 1 Enrolment data is entered at the beginning of the year for Prep and Year 7.
Data is:
added when students transfer
updated when changes occur, such as guardianship
reviewed half yearly, specifically parent/guardian contact information, see: CASES21
- 2 Administration User Guide for guidance including processes for generating the Student Information Full Details report
revised annually for State and Commonwealth reporting
updated when informed by parents of changes to family circumstances.
Note: Student names removed from the enrolment database are retained in the CASES21 database.
- 3 Records are disposed of in accordance with the General Disposal Schedule

This policy was last updated on **11th August, 2018** and is scheduled for review in **February, 2019**.