

Admissions

Purpose of this policy

To ensure that Weeroona College Bendigo (WCB) admits all eligible students.

Policy

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

Before admitting a student schools must:

- collect relevant admission information
- obtain a completed enrolment form
- provide a privacy notice to the enrolling parent explaining the use to be made of admission information.

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas, see: [International Student Program](#)
- deemed eligible and approved for enrolment by the principal.

Age eligibility and approval requirements

Regulations establish the minimum and maximum ages for enrolment in government schools.

Schooling is compulsory for students aged from 6 – 17 years unless an exemption from attendance has been granted. For exemption categories and process see: [Attendance](#)

The following arrangements apply to new enrolments that either:

- can be made by principals without further approval, or require regional office or other approval.

Principal responsibility

Principals have the responsibility to ensure eligibility and approve the admission of individuals who:

- are of compulsory school age, those aged between 6 and 17 years who:
- are under 18 years of age as at 1 January of the year of enrolment
- will attend programs conducted by Registered Training Organisations or other bodies that are separate from the school
- have had their schooling temporarily interrupted in the previous school year, due to pregnancy, illness, an accident or some other event, and require an extra year to complete an accredited senior secondary course
- are seeking to enrol in:
 - Distance Education Centre of Victoria programs not subject to regional office approval
- programs designed to re-engage people in the education process, such as initiatives targeting young mothers
- mainstream school programs designed for refugees or those who have recently arrived in Australia

Information required for admission

WCB will use the CASES21 enrolment form which 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 table below outlines further information required for admission.

Further Requirements	Description
Consent	<p>The signature of the student</p> <ul style="list-style-type: none"> if they are over 15 and living independently from their parents as defined in the <i>Family Law Act 1975</i> <p>Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.</p> <ul style="list-style-type: none"> both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school <p>an informal carer, with a statutory declaration.</p> <p>Carers:</p> <ul style="list-style-type: none"> may be a relative or other carer have day-to-day care of the student with the student regularly living with them may provide any other consent required e.g. excursions. <p>Notes for informal carer: statutory declarations apply for 12 months the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer. Note: Secondary students may complete parts of the form and co-sign.</p> <p>Where consent is disputed When (parent) consent is disputed principals and staff should: avoid becoming involved avoid favouring one parent act in accordance at all times with the best interests of the student and the school community act sensitively and realise that a resolution, satisfactory to both parents, may not be possible.</p>
Identification and student name	<p>For applicants who are:</p> <p>Australian-born, a birth certificate or equivalent</p> <p>Non-Australian-born, a passport or travel document such as a visa.</p>

Incomplete admission information

This table outlines the principal's options when admission information is incomplete.

The principal may	provided that the principal
defer admission of a student for up to 5 days	Requests that the enrolling parent or guardian provide the missing information advises the parent or guardian they are legally responsible for ensuring a child of school age attends school.
Conditionally enrol the student: if the information is not provided after 5 days and further delay in enrolling the student is likely to affect the student's education and wellbeing.	Records the enrolment conditions; and advises the parents or guardians in writing that the enrolment is conditional upon providing the missing information and will only be formally completed when these conditions are met.

Enrolment

The purpose of this policy is to ensure that WCB:

- enrolls eligible students
- maintains enrolment data
- maintains their custodial role.

Prerequisite policy

Admission

Schools must:

- 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 of Education and Training'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.

Changing enrolment name

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 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.

Enrolment database CASES21

The enrolment database includes:

- admission forms
- transfer information
- class lists