

# Admissions and Enrolments Policy

## Policy

This policy sets out requirements for entry into Victorian government schools, including admissions, enrolments, the placement of students and transfers between schools.

## Details

This Enrolment Policy and the mandatory Enrolment in a Victorian Government School Guidelines, available on the Guidance tab, combines the admissions, enrolment, placement and transfers policies into one clear and concise location for Victorian government schools.

Under the Education and Training Reform Act 2006 (Vic):

- Schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. This applies to all schools including mainstream, specialist, and government English language schools or centres.
- Every Victorian student has a legislated right to enrol at their designated neighbourhood school (section 2.2.13) and may be enrolled at another school subject to sufficient accommodation (section 2.2.14).

Victorian government schools must refer to the Enrolment in a Victorian Government School Guidelines (see Guidance tab), for details on:

- age eligibility, including exceptions and exemptions from the maximum and minimum school age requirements and processes
- determining designated neighbourhood school areas and zones
- Department policy requirements relating to placement of students (Placement Policy) and enrolment management
- enrolment appeal processes and requirements
- determining permanent residence of students and families
- required documentation and information when enrolling students
- transfers between schools
- concurrent enrolment for students entering youth justice or secure welfare.

For policy and guidance on transition process and support for students moving from Year 6 to 7, refer to: Transition — Year 6 to 7.

For policy and guidance on exemptions from attendance and enrolment, refer to: Exemptions to School Attendance and Enrolment.

## Related policies

- Attendance
- Decision Making Responsibilities for Students
- Exemptions from School Attendance and Enrolment
- Expulsions
- Home Schooling and Partial Enrolments
- Immunisation
- International Student Program (ISP)
- Privacy and Information Sharing

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- Suspension
- Transition — Year 6 to 7
- Transition — Early Childhood to School

## Relevant Legislation

Education and Training Reform Act 2006 (Vic)  
Education and Training Reform Regulations 2017 (Vic)  
Family Law Act 1975 (Commonwealth)  
Public Health and Wellbeing Act 2008 (Vic)  
Public Health and Wellbeing Regulations 2019 (Vic)

## Overview of Enrolment in Victorian Government Schools

Under the Education and Training Reform Act 2006 (Vic) (the Act), schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. This applies to all schools including mainstream, specialist, and government English language schools or centres. Every Victorian student has a legislated right to enrol at their designated neighbourhood school (section 2.2.13 of the Act) and may be enrolled at another school subject to sufficient accommodation (section 2.2.14 of the Act).

The following information provides the requirements for entry into a Victorian government school. This includes admission and enrolment pre-requisites, placement into a Victorian government school, and transfers between schools.

## Eligibility to Enrol in a Victorian Government School

To enrol in a Victorian government school, an applicant must:

- Be an Australian citizen, or a student with relevant specified visas or Immicard. Refer to: [International Student Program \(ISP\)](#)
- Meet the age eligibility requirements set out in these Guidelines (based on the requirements set out in the Education and Training Reform Regulations 2017 (Vic)

For information on school age requirements, including exceptions and exemptions, see the chapter in these Guidelines on [School age requirements](#).

## Fairness and equity

School enrolment practices must be fair, equitable and comply with state and federal laws. Factors such as ability, history of behaviour or level of engagement with education are irrelevant factors for placement decisions. This ensures schools enrol students in a way that is fair, equitable and lawful. Further information about fair, equitable and lawful enrolment practices is available at:

[Disability Standards for Education](#)

[Help for students who can't attend school due to disability and complex health care needs](#)

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## School Age Requirements and Age Exemptions

### 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 enrolment or attendance has been granted. For enrolment and attendance exemption categories and processes — refer to [Exemptions from School Enrolment and Attendance](#).

Compulsory schooling for students aged between 6 and 17 applies to all schools including mainstream, specialist, and government English language schools or centres.

A person who is not of compulsory school age may not enrol in or attend a government school unless:

- The person falls within an exception to the age eligibility requirements set out in the Education and Training Reform Regulations 2017 (Regulations) — refer to the Exceptions information below; or
- The person is granted an exemption from the age requirements in the Regulations — refer to the Exemptions information below
- Educational programs not subject to the school age requirements
- The school age requirements set out in the Education and Training Regulations 2017 (Vic) do not apply to individuals who will attend programs conducted at a government school:
- Outside school hours; or
- By Registered Training Organisations or other bodies that are separate from the school

### Differences Between an Exception and an Exemption

A person who falls within an exception automatically meets the age eligibility requirements to enrol in or attend a government school. If the principal is satisfied that the person meets the criteria for the exception, the principal cannot refuse to enrol the person on the basis of their age and the person will not be required to obtain an exemption from the Minister or their delegate.

A person who does not fall within an exception may be eligible to apply for an exemption. Exemptions are granted at the discretion of the Minister, or Minister's delegate (which currently include Regional Directors). There is no automatic eligibility to enrol in or attend a government school.

### Responsibility for Assessing and Approving School Age Eligibility Requirements

Principals are responsible for assessing eligibility and approving the enrolment of:

- Individuals who are of compulsory school age (those aged between 6 and 17 years); and
- Individuals who fall within an exception under the Regulations

The Minister or delegate (such as a Regional Director) is responsible for assessing and granting exemptions to the minimum and maximum school age requirements.

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## Exceptions to the Minimum Age Requirements

A child who is aged less than 5 years old at 30 April of the year of enrolment may enrol in or attend a government school for the purposes of attending:

- Short-term prep transition programs in primary schools that prepare pre-schoolers for primary school
- Early Education Programs in special developmental schools (as approved by the Minister)

A child who is aged 5 years or over by 30 April of the year of enrolment may enrol in or attend a government school if they are enrolling in or attending a:

- Course of primary education
- Course approved by the Minister
- Preschool program conducted on government school premises

## Exemptions from the Age Requirements

The Minister or delegate (such as a Regional Director) may grant an individual an exemption from the minimum and maximum age requirements in the Regulations in limited circumstances. An individual is eligible to apply for an exemption if they meet the criteria set out below. Eligibility does not guarantee that an exemption will be granted.

Exemptions from the minimum and maximum age requirements are rare, rather than being considered normal practice. This should be taken into account when considering enrolment decisions, such as beginning school, transitioning from primary to secondary school and planning for completing school or moving to other available settings.

Schools may not always be the most appropriate place for some children or young people. There are a range of age-appropriate settings available for children and young people, whether they may be early childhood services and settings or adult education options.

It is important that when considering applications for exemption from the age requirements that a balance needs to be struck between the best interests of the child or young person and that of other students. This balance must be considered for individual cases and circumstances, while also ensuring that the exemption process is consistently and fairly applied.

The following arrangements apply to enrolments that can be assessed and endorsed by principals but require relevant Regional Director approval.

## Early Age Entry

Where a student is younger than 5 years of age on 30 April in the year of enrolment and does not meet one of the exceptions listed above, an exemption from the minimum age requirements is required. Early age entry or exemption from the minimum age requirements must be:

- Requested in writing to the school by their parent/carers

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- Considered by the principal, who must make a written recommendation for consideration by the Regional Director
- Forwarded to the relevant Regional Director, with all supporting documentation attached, via email
- Assessed by the Regional Director, who must consider eligibility, the principal's recommendation and all other relevant circumstances, and make a decision regarding the application
- Approved or not approved in writing by the relevant Regional Director.
- The regional office should notify both the parent or carer and school of the decision in a timely manner

To be eligible for an exemption from the minimum age requirements a child must meet both of the following criteria:

- The child possesses suitable academic ability; and
- It is in the child's best interests to be enrolled at or attend a government school

Applications that do not address the requirements for both criteria will not be eligible for approval. To understand how the Department applies the eligibility criteria for an exemption from minimum age requirements, the following guidance is provided:

- Suitable academic ability

The Department's preferred evidence of suitable academic ability is:

- A report from a psychologist confirming that the child has been assessed as  $\geq 130$  Full Scale IQ (2 standard deviations, or more above the mean), preferably using the Wechsler Preschool and Primary Scale of Intelligence, Fourth Edition, Australian and New Zealand (WPPSI-IV A&NZ), including the 10 sub-tests required to calculate the Full-Scale score and Primary Index Scales, conducted after the child has attained the age of 4 years; or
- Where a child is transferring from a school in another state or country after more than one term of enrolment and attendance, evidence from that school confirming that the child has suitable academic ability to attend school

Where a child does not fall into one of the above categories, the Department may also consider other evidence of suitable academic ability that:

- Is provided by an authoritative independent source(s) — for example, a child psychologist registered with the Psychology Board of Australia, with experience in educational and developmental psychology; and
- Clearly demonstrates that the child has suitable academic ability to attend school

It is the responsibility of the parent/carer to obtain all relevant cognitive assessment/s and/or other reports and evidence to support their child's application. Applications based solely on parental observations will not be accepted.

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## Best Interests

Schools must consider the entry assessment from kindergarten and informal observations to assess development, literacy, and numeracy, and academic, social and emotional needs in determining a student's school readiness. Early entry to school is generally not considered to be in the best interests of a child unless the child is:

- At least 4 years 6 months of age on or before 30 April in the year of school commencement; and
- Considered at risk of long-term educational disadvantage by a childcare, kindergarten, allied health or other relevant professional if they do not commence at school

To apply for a minimum age exemption for early entry to school, use the: [Minimum Age Exemption — Early Entry to School Application](#) Form.

## Designated Neighbourhood Schools — School Zones

The designated neighbourhood school (school zone) is usually the school that is nearest the student's permanent residence, unless the regional director:

- Needs to restrict new enrolments at a school
- Has designated the neighbourhood boundaries for the school

School zones are generally determined by the nearest school by straight line distance in metropolitan areas and major regional cities, or the nearest school by shortest practical route in regional areas. The straight line is used in metropolitan areas and major regional cities because it is generally the most reliable method for determining the 'closest' school.

In regional and rural Victoria, the shortest route method is used which recognises main road networks. Both methods can produce some anomalies; to address this, some adjustments have been to the zones to account for natural barriers such as major rivers and gorges. This section defines the measure of the nearest school:

- 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.
- If the student resides in any other area, then the nearest school is measured by the shortest practicable route.
- School zones are available at [Find My School](#).

## Enrolment in the Mount View Primary School Deaf Facility

Mount View Primary School Deaf Facility will consider the enrolment of students who reside outside the designated neighbourhood school zone. The school leadership will work with parents and the student's current school or kindergarten to identify the specific learning needs of the student with a significant hearing deficit. The decision to enrol a student at the Mount View Primary School Deaf Facility will be based on:

- Eligibility for PSD funding under the hearing impairment category.
- Suitability of the available school expertise, learning environment and resources to best meet the learning needs of the student who is deaf or

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- hard of hearing.
- Residential address proximity to the nearest deaf facility.
- Principal's discretion.

## Placement Policy

This section of the Department's enrolment guidelines outlines the obligations on Victorian government schools in relation to placement of students and is referred to as the Placement Policy. The Department's Placement Policy embeds the legal entitlement for students to enrol at their designated neighbourhood school, and to enrol at another school if there is sufficient accommodation.



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All Victorian government schools must manage enrolments in accordance with this Placement Policy, except those schools where the Minister has approved specific entry criteria, being:

- Select entry high schools
- Special and special development schools
- English Language Schools and Centres
- Camp and outdoor schools
- Hospital schools and teaching units
- Distance schools
- Community/alternative schools
- Individual schools with entry criteria as approved by the Minister.

The Placement Policy applies to the placement of students at all year levels, from Prep to Year 12. Single-sex government schools are required to follow the Placement Policy, noting that only students of the requisite gender are eligible to apply. The Regional Director has the authority to effect placement of a student.

## Right to Attend the Designated Neighbourhood School

Eligible children and young persons have the right to be admitted to their designated neighbourhood government school, regardless of capacity. A student's designated neighbourhood school is generally the school that is nearest the student's permanent address as determined by the school zone. The [Find My School](#) website provides guidance on which school zone a student's permanent residence is located within.

For information on determining a student's permanent address, refer to: [Enrolment documentation and other requirements section of these Guidelines](#).

## Attending a School That Is Not the Student's Designated Neighbourhood School

Students are able to apply for a place at a school that is not their designated neighbourhood school. All students who seek enrolment in a school outside of their designated neighbourhood school should be enrolled in that school, if there is sufficient capacity at the school to accommodate all students who apply, or if this request for enrolment aligns with the school's enrolment management plan (if they have one). For information on school capacity refer to: [Capacity and Area Allocation](#).

## Placement When There Are Insufficient Places for All Students Who Seek Entry

Where there are insufficient places at a school for all students who seek entry, students are enrolled according to the Placement Policy's priority order of placement, which has five criteria. In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Schools are permitted to assess and make a determination for exceptional circumstances applications on a case-by-case basis.



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Schools must ensure that all applicants eligible under a criterion have been offered a place before moving to consideration of the next. All students for whom the school is the designated neighbourhood school are guaranteed a place.

## Priority Order of Placement

In circumstances when a school may not be able to accept all applications due to existing or future capacity concerns, schools must manage enrolment applications in accordance with the following priority order of placement:

- Students for whom the school is the designated neighbourhood school
- Students with a sibling at the same permanent address who are attending the school at the same time
- Where the Regional Director has restricted the enrolment, students who reside nearest the school
- Students seeking enrolment on specific curriculum grounds
- All other students in order of closeness of their home to the school.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Schools are permitted to assess and make a determination for exceptional circumstances applications on a case-by-case basis.

## Enrolment Management

Enrolment management is an important tool used by schools and regions to ensure that all students can attend their local school. Strategies that support enrolment management include:

- Maintaining accurate and complete enrolment records and data, to facilitate enrolment planning
- Planning for an even distribution of students across all year levels while maintaining class size targets
- Considering your enrolment projections and ensuring that the starting cohort of enrolment numbers does not increase to the extent that the overall capacity of the school is exceeded for the life of the cohort
- Monitoring enrolment trends and subject/curriculum demands in the school
- Advising current and prospective parents about any limits on enrolment early.

An enrolment management plan may be implemented by a school, with support from and in consultation with the regional office, when a school is required to manage enrolments in order to effectively manage or plan for current or future capacity. Regional Offices can also recommend and work in partnership with schools to develop enrolment management plans where necessary.

Enrolment management plans can be used as a tool for managing the number of out of zone enrolments when a school is at capacity or nearing

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capacity. This is done to ensure that all local students who seek entry can be accommodated within existing accommodation.

Schools seeking more advice or support in developing or implementing an enrolment management plan should contact their regional office.

Regional office contact details and locations are on the Department's website, visit: [Our Office Locations](#)

For policy and advice on capacity and area allocation, and repurposing school spaces refer to:

[Capacity and Area Allocation](#)

[Repurposing and Renaming School Spaces.](#)

## Determining Permanent Residence

Where demand for places exceeds supply at a Victorian government school due to the number of students who seek entry, Department policy on placement of students requires schools to enrol students in accordance with a priority order of placement, subject to any enrolment criteria specified by the Minister or delegate. Please refer to the [Placement policy section](#) of these guidelines for further information on the priority order of placement.

When implementing the priority order of placement, staff may be required to implement measures to verify information provided about the students' permanent residence prior to accepting enrolment applications.

## Meaning of 'Permanent Residence'

For the purpose of student enrolment in Victorian government schools, the Department considers permanent place of residence is the address at which a child permanently resides at the time of enrolment. If a child resides at multiple addresses, the child's 'permanent residence' is the address at which the child spends the majority of his/her weekdays.

If the child spends an equal amount of time at two addresses, both addresses will be considered the child's permanent address and the child will be entitled to enrol in the designated neighbourhood school for either address (or any other Victorian government school subject to entry criteria and capacity). The final choice of which school the child ultimately attends rests with the parents/carers or student if they are an adult or mature minor for the purpose of making enrolment decisions.

## Evidence for Demonstrating Permanent Residence

To assist schools in verifying a student's permanent residence when assessing enrolment applications, schools may request parents/carers to provide supporting documentation such as original or certified copies of rental agreements or unconditional contracts of sale, electoral roll confirmation, council rates notices or other official documentation that demonstrates permanent residence at that address such as a driver's license or health care card. Documents should show the same address and parent's/carer's name as recorded on the school enrolment application form.

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This request may occur after the parent has submitted an Enrolment Application Form, if deemed necessary by the school. Information to parents/carers should clearly explain that the documentation is required to confirm that the student is eligible to enrol at the school on the basis that their permanent residence is within the school's zone. The school should also clearly communicate to parents/carers applying to enrol, that the enrolment application may not be accepted if the requested information/documentation is not provided.

Alternatively, the school may ask parents to complete a statutory declaration confirming they are living at the address and that the arrangement is genuine and intended to be permanent. Schools may also remind parents/carers that a person who makes a false declaration is liable to the penalties of perjury. Schools may wish to consider adapting the following content for inclusion in enrolment policies and/or enrolment information provided to parents/carers:

## Enrolment Process — Documentation and Other Requirements

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 (note: for primary students this includes an Immunisation History Statement from the Australian Immunisation Register)
- Verify changes to student enrolment names
- Maintain and update student details obtained on enrolment
- Provide new families with a privacy collection notice upon enrolment and keep all information confidential and managed in accordance with the Department's privacy policy and Victorian privacy laws. Refer to [Privacy and Information Sharing](#) for the template Privacy Collection Statement

Rule: At initial enrolment, a Victorian Student Number (VSN) is allocated to a student in the name certified in enrolment documents. When students transfer between schools, the name will remain as the name attached to the VSN, unless new legal documentation with an amended name is provided. Visit [\\_VSN](#).

## Changing Enrolment Name

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

- New legal documentation with an amended named 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/carer or the student is using another name under a scheme designed to ensure their safety, such as witness protection

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## CASES21 Student Information Database

CASES21 is the student information database, and includes enrolment forms, transfer information, the student register (in primary schools) and class lists. The section below describes how schools maintain student information in CASES21:

Enrolment data is entered for students who are new to the Victorian government school system

Data is:

- Confirmed/updated and signed by the parent/carer when students transfer
- Updated when changes occur, such as guardianship
- Reviewed half yearly, specifically parent/carer contact information. Refer to [CASES21 Administration User Guide](#) for guidance including processes for generating the Student Enrolment Information Form and Student Information Full Details Report)
- Revised annually for State and Commonwealth reporting
- Updated when informed by parents of changes to family circumstances

Records are disposed of in accordance with the General Disposal Schedule. Refer to [Records Management](#)

Schools enrolling international students should update CASES21 to confirm the student's commencement of study within 5 working days of commencement. Any changes to the student's enrolment should also be recorded in a timely manner. This will ensure an accurate disbursement of funds to the relevant school. Refer to [International Student Program \(ISP\)](#).

Where students are moving from one government school to another government school, student data must be transferred using CASES21 and:

- Parents are not required to complete a new enrolment form if data is transferred using CASES21
- Schools must not create a new student record in CASES21 — this will create a duplicate record
- Schools are required to send a copy of the Student Enrolment Information Form to the parent or carer for checking, updating and signing to ensure student data is current and accurate

For students who are new to the government system, schools must obtain a completed enrolment form before admitting a student. Refer to the [Transfers](#) section of these Guidelines for more information.

## Enrolment Forms

Enrolment forms are available on CASES21 and must be completed for students enrolling in a Victorian government school for the first time.

Enrolment forms 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 carer

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- Details of medical and other conditions that may require special consideration
- Emergency telephone numbers, including a nominated doctor
- An Immunisation History Statement from the Australian Immunisation Register
- The name of the previous school and the student's current year level, where students transfer from another school
- The Privacy Collection Statement

## Electronic Enrolment Forms

School enrolment involves the collection of personal information about the student and their family. This process currently involves a paper form which is completed by the parents/carers and physically returned to the school. Enrolment data is also periodically updated by enrolled families. All data is uploaded onto CASES21 as the Department's official system of record for student information.

As a consequence of COVID-19, some schools are considering using a digital process to collect enrolment information rather than have parents physically visit the school to return the paper form and provide supporting documentation (for example copies of birth certificates, proof of address).

Given the detailed personal information that must be collected, schools wishing to digitise enrolments and/or digitally store supporting documentation are advised to choose the most secure method to do so. The following are options for schools:

- Existing student administration system (for example, Compass, Sentral).
- Encrypted PDF via email.
- New software platform with enrolment functionality (for example Digistorm) (note a privacy impact assessment will be required — for further information refer to [Privacy Impact Assessments](#)).

The Department recommends the above in preference to digitising and managing the enrolment form using a platform such as Google or O365, as those platforms have been provided primarily for collaboration and not documentation storage. Identity documents, custody orders and other sensitive documents should not be stored on third party platforms, and the normal practices of sighting them in person or storing physical or digital copies in secure school locations should be continued.

If using an existing student management system, schools may need to review and update the relevant privacy impact assessment to include the enrolment process. If schools are considering using electronic enrolment forms in place of the CASES21 paper form, they should contact the privacy team for advice and support to ensure they meet privacy law requirements email:

[privacy@education.vic.gov.au](mailto:privacy@education.vic.gov.au) or phone: [03 8688 7967](tel:0386887967).

Other information and documentation required for admission

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The section below outlines further information and documentation required for admission.

## Consent

The signature of:

- The parent as defined in the Family Law Act 1975 (Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility)
- 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
- An informal carer, with a statutory declaration. Carers: may be a relative or other carer, have day-to-day care of the student with the student regularly living with them, or may provide any other consent required eg. excursions)

Note for informal carer: statutory declarations apply for 12 months, and the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

## Evidence of Student's Name and Date of Birth

Schools should ask for the student's birth certificate as evidence of the student's name and date of birth. Where a birth certificate cannot be produced, other acceptable evidence of a student's full name and date of birth includes a passport, citizenship documents or Australia visa documents or Immicard.

Where no official documentation can be produced, the school must ask for other identifying documentation such as a doctor's note attesting to a child's age and/or a Medicare card.

## Privacy Collection Statement

Schools must provide new families with a Privacy Collection Statement on admission. Refer to [Privacy and Information Sharing](#) for further information and a template statement.

## Overseas Students

Refer to [International Student Program \(ISP\)](#).

## Immunisation history statements — Primary Students

Primary schools are required to:

- Request that parents provide them with an Immunisation History Statement for their child from the Australian Immunisation Register
- Take a copy of all Immunisation History Statements and record information on the immunisation status of each enrolled child



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Parents or carers must provide an Immunisation History Statement for their child from the Australian Immunisation Register to the school regardless of whether the child is or is not immunised.

Note: Homeopathic immunisation is not recognised form of immunisation, and therefore cannot be listed on an immunisation status certificate.

Prospective students will not be prevented from enrolling in primary school if they have not been immunised.

Collecting Immunisation History Statements will assist health authorities in protecting students in the event of a vaccine-preventable disease occurrence at the school. An unvaccinated student may be excluded from school for a period of time.

For more information on immunisation in primary schools, refer to [Immunisation](#) the Department of Health and Human Services fact sheet [Starting Primary School](#)

## Maintaining and Using Immunisation Records - Primary Students

Immunisation History Statements from the Australian Immunisation Register indicate whether primary students have been immunised against some or all of the following infectious diseases:

- Hepatitis
- Poliomyelitis
- Rotavirus
- Mumps
- Diphtheria
- Haemophilus influenza type B
- Measles
- Rubella
- Pertussis (whooping cough)
- Pneumococcal
- Varicella (chickenpox)
- Meningococcal
- Tetanus

This section describes how schools should maintain and use immunisation records for primary students:

- Obtain copies of official Immunisation History Statements from parents/carers prior to enrolment.
- Record the immunisation status of the student on CASES21 (whether an Immunisation History Statement has been received or not).
- Maintain a file containing Immunisation History Statements (note: if a primary student transfers to another primary school, a copy should be sent to the receiving school and recorded in CASES21).
- During disease outbreaks refer to student Immunisation History Statements.
- Instruct parents /carers of students not immunised to keep their children at home for the recommended period, as outlined in the Department of Health and Human Service's School exclusion table (refer to [Immunisation](#)).



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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.

## **Maintaining Student Family Occupation and Education (SFOE) information**

Funding for equity (Social Disadvantage) provides an individual loading for students from disadvantaged backgrounds that will increase with the density of disadvantage at the school. Increased funding for schools has proven to raise educational outcomes, particularly for these students. Schools use Social Disadvantage funding to deliver tailored educational programs that meet the needs of this cohort of students.

The Social Disadvantage loading allocates funding based on parental occupation, parental education and the level of concentration of disadvantage in a school. Students with the highest level of need are targeted with the most funding to ensure schools have the resources to support them.

SFOE information that parents provide directly affects the level of Social Disadvantage funding that a school will receive. Therefore, it is essential that schools:

- Ensure that their staff understand why SFOE data is needed and the benefits of ensuring there are no errors in data logged on CASES21
- Clearly explain to parents the importance of correctly completing the parent information form
- Have a process to ensure SFOE information is accurate and up to date
- Contact parents when occupation and/or education data is missing, incomplete or unclear
- Keep records to explain any changes or updates to data submitted by parents

## **Incomplete or Missing Student Information or Documentation**

This section outlines the principal's options when student information is incomplete.

### Option 1

The Principal may defer admission of a student for up to five days, provided that the principal:

- Requests that the parent or carer provide the missing information
- Advises the parent or carer they are legally responsible for ensuring a child of school age attends school

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## Option 2

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

Provided that the principal:

- Records the conditions; and
- Advises the parents or carers in writing that the enrolment is conditional upon providing the missing information and will only be formally completed when these conditions are met