

## Enrolment Policy

Review: 2024

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### RATIONALE

At Moorabbin Primary School we ensure that our student enrolment processes are compliant with the Department of Education and Training (DET) requirements.

The requirements include:

- Necessary enrolment documentation is obtained and accurate records are maintained.
- Immunisation status certificate and birth certificate are collected and recorded.
- Moorabbin Primary School has a map designating the neighbourhood area that was created by DET which marks the designated neighbourhood area determined by distance. It can be located by following this link:

<https://www.findmyschool.vic.gov.au/>

### GUIDELINES

#### Record Keeping

Moorabbin 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 History Statement from the Australian Immunisation Register)
- 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 and 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 name will remain as the name attached to the VSN, unless new legal documentation with an amended name is provided see: Department resources.

In addition to this, Moorabbin Primary School will adhere to the Department of Education's Enrolment policy in the areas of:

- Changing Enrolment Name
- Cases21 Student Information Database
- Maintaining and using immunisation records for primary students
- Maintaining Student Family Occupation and Education Information

The policy can be located at <https://www2.education.vic.gov.au/pal/enrolment/policy>

### Questions

Any questions regarding this policy can be answered by the Principal or Assistant Principal of Moorabbin Primary School, by the South Eastern Region or at <https://www2.education.vic.gov.au/pal/enrolment/guidance>

#### **EVALUATION**

This policy will be evaluated in accordance with Departmental Guidelines.