

# VERMONT PRIMARY SCHOOL

## Enrolment Policy

### RATIONALE

At Vermont Primary School we must ensure that our student enrolment processes are compliant with the Department of Education and Training (DET) requirements. Our school has an enrolment ceiling placed on it to ensure that we have sufficient room to accommodate our students. This means that we have to limit the amount of Foundation and other grade enrolments that we can accept each year.

The requirements include:

- Necessary enrolment documentation is obtained and accurate records are maintained.
- Immunisation status certificate and birth certificate are collected and recorded.
- Vermont 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

#### Priority Enrolment

Vermont Primary School has implemented an enrolment strategy that will reflect the priority order of placement clause in the Department's policy. Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order:

1. Any child where Vermont Primary School is their designated neighbourhood Government school. The designated neighbourhood Government school means that the permanent residential address of the child is within the boundary of the map created by DET.

#### Where Priority Enrolment Does Not Apply

A child may be accepted for enrolment at Vermont Primary if there are sufficient places available after enrolments have been provided to those falling within category 1 above. Selection between candidates, whose place of residence does NOT fall within the boundary of the map created by DET, will be based on:

1. Any child who has a brother or sister who resides at the same permanent residential address and will be concurrently attending the school (i.e. a child in Year 6 and Foundation attending school in the same year. This does not include a child leaving the school in one year and another starting in the next year.)
2. The closeness of the child's permanent residential address to Vermont Primary School. This means that a child that resides 800 metres from the school will be selected before a child who resides 1.2km from Vermont Primary School. **and/or**
3. Any specific compassionate or curriculum grounds as decided by the Principal.

#### Admission

Before admitting a student, the parents of the student enrolling must provide:

- Property and lease name must be under parent's name. A commercial lease, i.e. a lease completed through a real estate agent, is required. A private rental agreement, i.e. between landlord and tenant, is not acceptable. Please be aware that the requirement for eligibility is permanent residency within the zone. The intention of the neighbourhood area policy is for residency to continue for the duration of the child's enrolment at the school. Residency must be taken up and authenticated by a member of the Principal Team or representative before the enrolment procedure can commence.

- Proof of permanent residency within the school's designated neighbourhood area will be required for all applications seeking a place on residential grounds. It is the responsibility of the family to provide at least their licence and two utilities bills e.g. water, gas/electricity
- All applicants must provide a certified copy of birth certificate and a copy of the most recent school report. Applicants born in an overseas country must provide a certified copy of passport and visa.
- Relevant admission information such as past school reports and or relevant assessments.
- A completed Enrolment Form.

### **Record Keeping**

Vermont 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
- 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 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, Vermont 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

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

### **Questions**

Any questions regarding this policy can be answered by the Principal or Assistant Principal of Vermont Primary School or by the North Eastern Region.

A copy of the Department of Education and Training's policy can be located at the following hyperlink: [www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx](http://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx)

### **EVALUATION**

This policy will be evaluated in accordance with Departmental Guidelines.