



# Tootgarook Primary School Enrolment Policy

---

## PURPOSE

To ensure that Tootgarook Primary School:

- Enrol eligible students
- maintain enrolment data
- Maintain their custodial role.

## POLICY

Children of school age have the right to be admitted to their designated neighborhood government school at the beginning of the school year (or when relevant) unless an approved alternative placement has been arranged.

Before admitting a student, schools must:

- **for students transferring from another Victorian government school**, import student information using CASES21; and provide parents with the Student Enrolment Information Form for validation of student information
- **for students who are new to the government system**, obtain a completed enrolment form.  
For all students, schools must:
  - collect relevant admission information
  - provide a privacy notice to the enrolling parent explaining the use to be made of enrolment information. For sample notices see: Privacy within [Department resources](#)
  - collect and record an Immunisation History Statement - primary students.  
For admission, all applicants must be:
    - an Australian citizen, or a student with relevant specified visas or [Immcard](#) see : [International Student Program](#)
    - deemed eligible and approved for enrolment by the principal or relevant regional director.
- On admission schools consider the following in determining a student's school readiness:
  - entry assessment from kindergarten ♣
  - informal observations to assess development, literacy and numeracy, and academic, social and emotional needs.

### **Compulsory 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 attendance has been granted. For exemption categories and process see: [Attendance](#)

This 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 age regulations; or
- the person is granted an exemption from the age regulations.

### **What is the difference 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.

### **Information required for enrolment**

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
- 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. Note: For students transferring from another Victorian government school, data can be imported using CASES21 (mandatory from July 2017) see [Transfers](#) .

The table below outlines further information required for admission.

## **REVIEW CYCLE**

*Ratified by School Council: June 2021*

*Review Date:*

**Further  
Requirements**

**Description**

The signature of:  
student, if they are over 15 and living independently  
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  
- may provide any other consent required e.g. excursions.

**Notes for informal carer:**

Consent 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.

**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.

For more information on enrolment where there is disputed parental consent, see: [Decision Making Responsibilities for Students](#)

Student For applicants who are:

identification Australian-born, a birth certificate or equivalent

and name non-Australian-born, a passport or travel document such as a visa or [Immocard](#).

Immunisation  
History  
Statements  
- primary  
students

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.

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 a 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.

Parents or carers of secondary student applicants are not required to provide an immunisation status certificate.

For more information on:

immunisation in primary and secondary schools, see: [Immunisation](#)

maintaining and using immunisation records see: [Enrolment](#)

the Department of Health's fact sheet, [Starting Primary School](#)

## **FURTHER INFORMATION AND RESOURCES**

- [Privacy: Information for Schools](#) (staff access only)
- [Immicards](#) Schools Bulletin
- [Register of Delegations and Authorisations](#) for current delegations.
- [Better Health Channel](#): a Department of Human resource for immunisation advice
- [Starting Primary School?](#): a Department of Health primary school immunisation fact sheet.