PURPOSE OF THE POLICY
To ensure that schools:
• Enrol eligible students
• Maintain enrolment data
• Maintain their custodial role.

POLICY
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 status certificate),
• Verify changes to student enrolment names
• Maintain student details and movements in enrolment history
• Keep all information confidential and managed in accordance with:
  o The Department's privacy policy
  o 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:
  o Officially amended birth certificate
  o Proof of adoption,
  o 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
• The student register, in primary schools
• Class lists

MAINTAINING ENROLMENT INFORMATION IN CASES21
Enrolment data is entered at the beginning of the year for Prep.
Data is:
• Added when students transfer
• Updated when changes occur, such as guardianship
• Reviewed half yearly, specifically parent/guardian contact information
• Updated when informed by parents of changes to family circumstances.
• Student names removed from the enrolment database are retained in the CASES21 database.
• Records are disposed of in accordance with the General Disposal Schedule. See: Archives and Records Management
Note: 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. See: ISP Quality Standards and School Resources under Department resources

MAINTAINING AND USING IMMUNISATION RECORDS
Immunisation status certificates indicate whether primary students have been immunised against some or all of the following infectious diseases:

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

COLLECTING IMMUNISATION INFORMATION

- Obtain copies of official immunisation certificates from parents/guardians prior to enrolment. Note: It is not sufficient to site the stamped immunisation booklet.
- Maintain a file containing immunisation certificates. Note: If students transfer to another school a copy of the immunisation status certificate should be attached to the transfer form.
- During disease outbreaks refer to student immunisation status certificates.
- Instruct parents/guardians of students not immunised to keep their children at home for the recommended period, as outlined in the Department of Health’s School exclusion table.

This policy was ratified by School Council on  (__/__/____)

Principal: 
President: 

This policy will be reviewed in 2017.