



### PURPOSE

All State Secondary Victoria Colleges are required to follow the Department of Education Enrolment Policy. This policy forms the basics of the enrolment guidelines. Portland Secondary College (Must Street & Victoria Parade campuses) believes that all children enrolling deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support. Portland Secondary College (Must Street & Victoria Parade campuses) understands the importance of maintaining data and our custodial role. The College's Enrolment Guidelines are part of the suite of policies/guidelines which are linked to the Child Safety and Wellbeing policy which mandates zero tolerance to child abuse.

The *Education Act* requires that children of school age (six to seventeen years) resident in Victoria are required to be in full-time attendance at a government or registered non-government school unless formally exempt. Our school requires that post-compulsory aged students also attend school until the completion of Year 12 unless a valid reason exists.

### SCOPE

This guideline aims to provide an efficient process of enrolment that satisfies the needs of both students, parents/carers and the school while maintaining the integrity of the data and our custodial role.

### GUIDELINE

Enrolment at Portland Secondary College is dependent on:

- Students and parents accepting the **Student Wellbeing and Engagement Policy**.
- Students and parents agreeing to the **Attendance Regulations** of the College.
- Students and parents agreeing to the **Uniform Regulations** of the College.
- Students must demonstrate an adequate commitment to their studies. If students show a lack of commitment and are over 17, students may be assisted to pursue other work or training opportunities.

At the 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.

Portland Secondary College (Must Street & Victoria Parade campuses) will;

- Enrol all 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
- 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

### Changing Enrolment Name

Portland Secondary College (Must Street & Victoria Parade campuses) will only change a name from the original enrolment when we receive new legal documentation, such as:

- Officially amended birth certificate



- Proof of adoption
- Court order authorising another name

Or

- Supporting documentation, which was not originally available, differs from the name provided during conditional enrolment
- 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

Or

- When a student requests a name change due to gender transformation upon their request.

Where possible, Portland Secondary College (Must Street & Victoria Parade campuses) will ensure the integrity of the Student Family Occupation and Education Information.

### **Students from overseas**

For any student enrolling from overseas Portland Secondary College (Must Street & Victoria Parade campuses) will update CASES21 to confirm the student's commencement of study within 5 working days of commencement. Any changes to the student's enrolment will also be recorded in a timely manner.

### **Students transferring between government schools**

For those students moving from one government school to Portland Secondary College (Must Street & Victoria Parade campuses) a student data transfer will be undertaken using CASES21 and:

- Parents will not be required to complete a new enrolment form if the data is transferred
- Portland Secondary College (Must Street & Victoria Parade campuses) will send a copy of the Student Enrolment Information Form to the parent for checking, updating and signing to ensure the student data transferred is current and accurate.

The Assistant Principal or Student Engagement Team Leader will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note and to discuss any academic or behavioural matters. The principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.

Students will be allocated to classes according to a combination of class size and student need.

1. Student Engagement Team Leader process enrolments.
2. Students are enrolled within the following process:
  - a. Conference (Student Engagement Team Leader, parents/guardians, student)
  - b. Where the Student Engagement Team Leader feels it is appropriate, an Assistant Principal and/or Student Services Manager may be involved in the conference.
  - c. Latest two academic reports tabled and examined.
  - d. 'Trial enrolments' negotiated and agreed upon, where/if necessary. (This agreement in writing).
3. Student Engagement Team Leader Checklist.  
Newly enrolled students commence attendance only when:
  - a. attired in full school uniform
  - b. equipped with all necessary requisites (books, etc.).
  - c. a 'College Charges' arrangement has been negotiated with the Registrar.
  - d. Enrolment form is returned.
  - e. A map of College is provided.
  - f. Form timetable provided.



- g. LOTE Group / Electives decided.
- h. A locker provided.
- i. A "Buddy" provided.
- j. Diagnostic Testing (Maths and English) is completed.

An email must be sent to the Business Manager, Enrolment Officer, I.T. Manager, Timetabler, and Library Manager, informing them of the student's form group, maths group, electives, etc. Contact Integration Manager, if extra assistance is likely to be required.

In the case of returning students, the following also apply:

1. The student (and parent or guardian) will present a case for readmission to a panel comprising: the Student Engagement Team Leader, an Assistant Principal, a Welfare Co-ordinator and an external agency representative.
2. The panel will examine formal written reports/references concerning the student's activities since leaving the school (TAFE, home school, reports, workplace, J.P.E.T. references, etc.)
3. The panel will consider the career/employment intentions of the student.
4. The panel will give further consideration to the attitude, behaviour, motivation, age, attendance, work ethic of the student as previously displayed when last enrolled and as currently displayed. (Any evidence of constructive, positive community contributions since leaving school would be of particular importance.)

### RELATED POLICIES AND RESOURCES

- [Duty of Care Policy.docx](#)
- [Inclusion and Diversity Policy.docx](#)
- [Mandatory Reporting Policy.docx](#)
- [Statement of Values and School Philosophy.docx](#)
- [Student Wellbeing and Engagement Policy.docx](#)
- [Visitors to School Policy.docx](#)

### REVIEW CYCLE

DATE	VERSION	APPROVED BY	NEXT REVIEW
June 2022	4	Jo Kindred Principal	May 2023