



ADMISSION, ENROLMENT AND ATTENDANCE POLICY

Kingsbury Primary School

PURPOSE

To explain to parents and carers Kingsbury Primary School's policy requirements and expectations relating to student admission, enrolment and attendance at our school.

SCOPE

This policy applies to:

1. All students currently attending Kingsbury Primary School
2. New enrolments
3. Students who wish to transfer into or leave our school

DEFINITIONS

DET- Department of Education and Training Victoria

CASES 21- the DET system for recording student information

POLICY

Admissions

In accordance with Department of Education and Training Victoria policy children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year (or when relevant) unless an approved alternative placement has been arranged. Note. A designated school is generally the school that is nearest the student's permanent (residence at time of enrolment) address. Students outside the designated neighbourhood can seek admission and enrol at Kingsbury Primary School.

The Principal or nominee is responsible for assessing eligibility and approving admission.

For admission, applicants must be:

- An Australian citizen, or a student with relevant specified visas or [Immicard](#) (see [International Student Program](#)).
- Deemed eligible and approved for enrolment by the principal or relevant regional director.

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 (see [Attendance](#)).

Enrolment

In accordance with Department of Education and Training Victoria policy, Kingsbury 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 (this includes an Immunisation History Statement from the Australian Immunisation Register or equivalent for international students).
- 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
 - The Victorian privacy laws.

At initial enrolment a Victorian Student Number (VSN) is allocated to a student in the name certified in admission documents. See [Victorian Student Number \(VSN\)](#).

Changing enrolment name

Schools can change the name under which a student is enrolled if:

- New legal documentation with an amended name is provided.
- Supporting documentation, which was not originally available, differs from the name provided during conditional enrolment see [Admission](#).
- Proof is provided that the enrolling parent is using another name under a scheme designed to ensure their safety, such as witness protection.

CASES 21 Student Data Management

Kingsbury Primary School will document and maintain student information stored on CASES 21 ensuring:

- Data is:
 - Updated when changes occur; e.g. informed by parents/carers of changes to family circumstances, guardianship.
 - Reviewed half yearly.
 - Updated when students are moving from one government school to another government school.
 - Updated to confirm commencement of study within 5 working days for international students.
- Records are disposed of in accordance with the General Disposal Schedule. See [Archives and Records Management](#).

Immunisation

Upon enrolment Kingsbury Primary School will require parents/carers to present documentation to verify the immunisation status of their child. See [Immunisation](#).

Attendance

Students enrolled at Kingsbury Primary School are expected to attend school during normal school hours every day of each school term, unless there is an approved exemption.

For absences, the parents/carers must promptly provide an explanation on each occasion to the school. The school will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the Education and Training Reform Act 2006. See [School Attendance Guidelines \(docx - 148.04kb\)](#).

- Kingsbury Primary School will maintain attendance records, identify and follow-up unexplained absences, and develop policy and procedures to support and maintain attendance. See Student Engagement and Wellbeing Policy.

Attendance Records

Kingsbury Primary School will record student attendance twice per day to:

- Meet legislative requirements
- Discharge the school's duty of care for all students
- Enable reporting on student attendance
- Assist in calculation of the school's funding
- Meet requirements for recording on CASES21
- Meet requirements for international students in accordance with the minimum Student Visa requirement. See [ISP Quality Standards and School Resources](#).

Kingsbury Primary School will advise parents of unexplained absences, on the same day, as soon as practicable using Compass. See [Check list for schools \(docx - 326.58kb\)](#).

RELATED POLICIES AND RESOURCES

- [Student Engagement and Wellbeing Policy](#)
- [Bullying Prevention Policy](#)
- [Statement of Values](#)
- [Mobile Phones – Department Policy](#)
- [Student Transfer Policy](#)

The below are optional references to Department policy:

- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

REVIEW PERIOD

This policy was last updated in April 2020 and is scheduled for review in April 2023.

Signed



School Council President