

# ENROLMENT POLICY

## PURPOSE:

To explain to the community the procedures around the enrolment of students at the school

## POLICY

Wheeler's Hill Secondary College believes children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged.

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas,
- deemed eligible and approved for enrolment by the principal or relevant regional director.

Wheeler's Hill SC 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.
  - a privacy notice to the enrolling parent explaining the use to be made of admission information

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](#)

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:
  - officially amended birth certificate
  - proof of adoption
  - 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.

## IMPLEMENTATION

Year 6 to 7

- Regional Directors coordinate the regional transition program that results in the annual placement of year 7 students into Victorian government schools.
- Principals of primary and secondary schools implement the regional transition program.

Transfers

- School principals approve transfers when:
  - The student residence changes and is now closer to a different government school (where requested)
  - Transfer is sought from an Australian school outside the state system
  - The transfer:
    - Is sought at the commencement of the school year or term 3 and
    - Will not cause reorganisation of the existing school program
    - Transfer is supported by the principal of each school involved
- Where there are insufficient places for all students who seek entry, students requesting transfer are enrolled in the following priority order:
  - Students for whom the school is the designated neighbourhood school.
  - Students with a sibling at the same permanent address who are attending the school at the same time.
  - Students seeking enrolment on specific curriculum grounds.
  - All other students in order of closeness of their home to the school.
  - In exceptional circumstances, compassionate grounds.
- We will contact the previous schools of all students seeking transfers to discuss the circumstances of the transfer, any academic or behavioural matters and seek a transfer note if enrolment is approved.

Other

- Students will be allocated to classes according to class size and student need.



- Information regarding the enrolment of overseas students can be obtained through the international division – 96372202

## REVIEW PERIOD

This policy was last updated in 2021 and is scheduled for review in 2024