



STUDENT ENROLMENT POLICY

PURPOSE

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.

OBJECTIVE

To ensure that Nicholson Primary School:

- enrol eligible students
- maintain enrolment data
- maintain their custodial role.

POLICY

- 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:
 - the Department's privacy policy
 - Victorian privacy laws.

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.

POLICY REVIEW AND APPROVAL

Policy last reviewed	16 th June 2020
Approved by	School Council and Principal
Next scheduled review date	June 2023