



POLICY	ENROLMENT
DATE	September 2022
SCHOOL COUNCIL ENDORSEMENT	NA
REVIEW DATE	September 2025

PURPOSE

To ensure Blackburn English Language School admits eligible students

SCHOOL CONTEXT

Blackburn ELS is a specific purpose school and part of the New Arrival Program (NAP) in Victoria. The DET Victoria administers the program.

ADMISSION

Blackburn ELS admits newly arrived EAL students:

1. Transferring from another Victorian government school. In this case student information is imported using CASES 21. Parents/guardians complete the full enrolment process at Blackburn ELS to validate all information.
2. Transferring from another NAP in Victoria. In this case student information is imported using CASES21. Parents/guardians complete the full enrolment process to validate all information.
3. New to the government system. Parents/guardians complete the full enrolment process to validate all information.

ENROLMENT

All new students are enrolled into the school during an interview/meeting. At enrolment, the school:

- Collects relevant information
- Provides a privacy notice to the parent/guardian explaining the use to be made of enrolment information
- Collects and records immunization History Statements. Where newly arrived, families do not yet have this statement, guidance is provided on how to obtain one

ELIGIBILITY

Students eligible to enrol in the New Arrival Program at Blackburn ELS:

- Must have resident status (either permanent or temporary) in Australia
- Must be at least 5 years of age by 30 April of the year of enrolment, and
- Have arrived within the last six months from a language background other than English

Eligible students can enrol in the New Arrivals Program once only

Eligible students are offered a six-month program

Humanitarian entrants are eligible for a four-term program

Principals are responsible for assessing eligibility and approving the admission of students

ENROLMENT PROCEDURE

The procedure for enrolling students at Blackburn ELS requires parents/guardians to contact the school and request a place in the program.

The school operates waiting lists at each of the campuses to manage incoming enrolments in an orderly manner. The waiting list also enables the school to plan and organise classes as required. When it is determined a place is available the parent/guardian will be invited to the school for an enrolment interview

Student and parent identification

A passport or travel documents such as a visa or immicard.

Documented proof of the student's date of arrival in Australia must be provided.

Interview

Interpreters are provided to facilitate communication where necessary.

The enrolment interview involves the sighting of, and copying, of original documents. The following information is collected:

- Student's date of birth
- Names and addresses of the student and enrolling parent/guardian
- Telephone contact details for parents/guardians, including contacts overseas
- Parent/guardian's first language
- Details of medical and other conditions that may require special consideration
- Emergency telephone numbers, including a nominated doctor (where this is known)
- The name of the previous mainstream school (if relevant) and the student's current year level
- Schooling history overseas, and
- An Immunisation History Statement from the Australian Immunisation Register (primary aged students).
Note: In accordance with amendments to 'No Jab No Play' legislation, as of 28 February 2018 only Immunisation History Statement from the Australian Immunisation Register is acceptable for the purposes of enrolling in a primary school in Victoria. Sightings of the stamped immunisation booklet or documents produced by GPs or other immunisation providers are not sufficient evidence to meet this requirement. The immunisation status of the student must be recorded on CASES21 (whether an Immunisation History Statement has been received or not) and updated when necessary.
- Other information considered necessary

Consent

Consent must be given with the signature of:

- A student if they are over 15 and living independently,
- Parent as defined in the Family Law Act 1975,
- Both parents (if both are in Australia) for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school,
- An informal carer, with a Statutory Declaration.

Carers:

1. May be a relative or other carer
2. Have day-to-day care of the student with the student regularly living with them
3. May provide another consent required e.g. Excursions

Translated Parent Handbooks are provided to parents/guardian from our major language groups and provide more comprehensive information about the school and its program.

Incomplete student information

When information is incomplete the principal may defer a student's admission for up to five days.

- The parent/guardian will be requested to provide the missing information. Enrolment will not be deferred if this information does not include that which is legally required at the time of enrolment.
- The parent/guardian will be advised that they are legally responsible for ensuring a child of school age attends school. Newly arrived families are provided with support to enable them to provide further information that is not legally required at enrolment.

Changing enrolment name

At enrolment, or after enrolment, the school can change the surname of a student if it is/becomes different to that which appears on their birth certificate and/or passport. This can only be done if:

1. Legal documentation with an amended name is provided, such as:
 - Officially amended birth certificate,
 - Proof of adoption,
 - Court order authorising another name.
2. 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.

At enrolment, the school can change the preferred name of a student. In our context it is frequently the choice of students and parents to adopt an English name.

After enrolment, the school will change the preferred name of a student if a 'name change' proforma is completed and signed by a parent. This ensures communication between the school and the parent is not confused.

MAINTAINING STUDENT INFORMATION ON CASES21

1. Enrolment data is entered for students who are new to the Victorian government school system.
2. Data is:
 - Confirmed/updated and signed by the parent/guardian when students transfer
 - Updated when changes occur, such as guardianship
 - Reviewed each term, specifically parent/guardian contact information
 - Revised annually for State and Commonwealth reporting
 - Updated when informed by parents of changes to family circumstances
3. Records are disposed of in accordance with the General Disposal Schedule

Note: Student names removed from the enrolment database are retained in the CASES21 database.

MAINTAINING AND USING IMMUNISATION RECORDS

Blackburn ELS is sanctioned to collect certification that provides the current immunisation status for all student enrolling in the primary sector of the school.

An Immunisation History Statement verifies that a student has been immunised against some or all of the following infectious diseases:

- Hepatitis
- Diphtheria
- Tetanus
- Pertussis (whooping cough)
- Poliomyelitis
- Pneumococcal
- Measles
- Mumps
- Rubella
- Varicella (chicken pox)

Support for parents

- Blackburn ELS requests an Immunisation History Statement (from the Australian Immunisation Register) from parents of primary aged students. Support is given to parents, who do not have this document, on how to obtain one for their child.

Note: immunisation records are frequently presented by parents in languages other than English. The school advises parents on how to obtain translations of these documents.

- The Refugee Health Nurse at EACH, local GPs or the municipal immunisation nurse will liaise with the school Student Wellbeing Coordinator (at each campus) to follow up with parents/guardians to ensure the immunisation records are accurate and current.
- Immunisation nurses from the respective municipalities will visit Blackburn ELS campuses to deliver an immunisation program

Student immunization status

Blackburn ELS' CASES21 records each primary aged student's immunization status.

A student may be:

- Fully immunised
- Partially immunised, or
- Not immunised

During disease outbreaks, Blackburn ELS refers to the above records. The school will instruct parents/guardians of student not immunised to keep their children at home for the recommended period (as outlined in the Department of Health's School exclusion table).

Blackburn ELS will attach a copy of all provided Immunisation History Statements to primary schools at the point of each student's transition.

MAINTAINING STUDENT FAMILY OCCUPATION AND EDUCATION (SFOE) INFORMATION

Funding for equity (Social Disadvantage) provides an individual loading for student from disadvantaged backgrounds that will increase with the density of disadvantage at the school. Increased funding for schools has proven to raise educational outcomes, particularly for these students. Schools use Social Disadvantage funding to deliver tailored educational programs that meet the needs of this cohort of students.

The Social Disadvantage loading allocates funding based on parental occupation, parental education and the level of concentration of disadvantage in a school. Students with the highest level of need are targeted with the most funding to ensure schools have the resources to support them.

SFOE information that parents provide directly affects the level of Social Disadvantage funding that a school will receive. Therefore, Blackburn ELS ensures that enrolment staff:

- Understand why SFOE data is needed and the benefits of ensuring there are no errors in data logged on CASES21,
- Verify parents' occupation and current employment/working status in Australia,
- Contact parents when occupation and/or education data was not available at enrolment.

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2022
Approved by	Principal
Next scheduled review date	September 2025