



ENROLMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 8762 6839.

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.

SCOPE

To ensure that schools:

- enroll eligible students
- maintain enrolment data
- maintain their custodial role

IMPLEMENTATION

Before admitting a student, schools must:

- collect relevant admission information
- obtain a completed enrolment form
- provide a privacy notice to the enrolling parent explaining the use to be made of admission information.

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas, see: [International Student Program](#)
- deemed eligible and approved for enrolment by the Principal or relevant Regional Director.

Enrolment forms are available on CASES21 and must include:

- date of birth (note: evidence of date of birth can be official, such as a birth certificate or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age).
- names and addresses of the student and enrolling parent or guardian
- details of medical and other conditions that may require special consideration
- emergency telephone numbers, including a nominated doctor
- the name of the previous school and the student's current year level, where students transfer from another school see: [Transfers](#)

Schools must:



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- 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. VISA and citizenship paperwork must be copied and checked against the list of eligible VISAs by office staff
- verify changes to student enrolment names
- maintain student details and movements in enrolment history
- keep all information confidential and managed in accordance with:
 - DET's privacy policy
 - Victorian privacy laws

Rule: 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 subsequent enrolment is in the name attached to the VSN, unless new legal documentation with an amended name is provided see: [Department resources](#)

ENROLMENT PROCEDURE FOR ANY NEW ENROLMENT AT FOUNTAIN GATE SECONDARY COLLEGE

When contacted by a family in relation to a new enrolment, office staff will:

- Contact Assistant Principal
- Welcome people to the school and determine EAL background/language and any need for an interpreter.
- Refer the family to complete an online enrollment inquiry form if possible. This is available on the school website.
- Ascertain which school the child has attended previously so we can make preliminary enquiries before the enrolment interview and if the child has any medical reports in relation to his/her learning. eg speech therapist, pediatrician, psychologist
- In consultation with staff who may be required to attend an enrolment interview, organise a mutual time for an enrolment interview and request that copies of the necessary evidence of enrolment eligibility are brought to the enrolment interview
- If the enrolment occurs during the year, forward to the EAL Coordinator any information about potential EAL enrolments
- Once the enrolment is approved, notify the relevant Sub-School, classroom teachers and specialist teachers of the new student and any necessary details. Liaise with the Student Wellbeing Leader if needed

During the interview

- Establish eligibility to enroll in a Victorian State School by asking for birth certificate, evidence of Australian citizenship or relevant Visa and passport details. Visas are to be checked against the list of eligible VISAs and photocopied by office staff as a record of enrolment eligibility PLEASE NOTE: An enrolment form must not be provided until the child's eligibility to attend school has been established. This will avoid any possible confusion for families, especially those with English language difficulties and will ensure the school only enroll eligible students.
- Discuss with the family, outlining Fountain Gate Secondary College expectations re: uniform, parental support, behaviour expectations



FOUNTAIN GATE SECONDARY COLLEGE

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- Explain the enrolment pack to the parents and go through it step by step
- Discuss the child's previous schooling if any (The above two may be difficult with an EAL family but for all others is a necessity).
- Discuss student's past school history and any need for special assistance of any kind
- Take the family on a guided tour of the school

Students who may be enrolled at Fountain Gate Secondary College but attend a different provider under an MOU:

1. The student would be placed in a Year 9 class and an individual timetable would be implemented.
2. With any future enrolments, if the family and the student expressed a desire to only attend the NCLC 3 days a week, an appointment would be made with the SSSO Psychologist to formalise this process and identify any further support that should be provided for the student. Any further educational and wellbeing support would be provided based on the report. This would be formalised in writing by the parent/guardian.
3. In addition to the weekly attendance and term performance reports, a monthly meeting will be arranged with the student, the family, NCLC and the Wellbeing Leader of FGSC to carefully monitor the progress of the student.

The Assistant Principal in consultation with the relevant Sub-School will:

- Determine which Home Group level the student is to go into
- Make recommendations in relation to support or resources needed, if any. Finalise all paperwork needed for the enrolment and give to office staff for final check and entry onto CASES21

EVALUATION

Policy last reviewed	December 2022
Approved by	School Council
Next scheduled review date	December 2023