

ENROLMENT

Purpose

East Doncaster Secondary College will enrol eligible students, following the admissions procedure, maintain enrolment data and maintain a school custodial role.

Scope

To inform parents/guardians, specifically, information regarding the College Code of Conduct, Fees, Educational services provided, and the grounds on which the agreement may be terminated

Policy

East Doncaster Secondary College will:

- enrol eligible students, who are either already in or 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
- 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 and Victorian privacy laws.
- ensure the Victorian Student Number (VSN) allocated by DET, is the same as the name certified in admission documents. When students transfer between schools or moves from primary school to secondary school, the name will remain as the name attached to the VSN, unless new legal documentation with an amended name is provided and a change of details form is completed by a parent.

CHANGE OF STUDENT NAME DETAILS

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

- new legal documentation with an amended name, such as, an officially amended birth certificate, proof of adoption or a court order authorising another name
- supporting documentation, which was not originally available, differs from the name provided during conditional enrolment
- proof that the enrolling parent or the student is using another name under a scheme designed to ensure their safety, such as witness protection.

STUDENT INFORMATION DATABASE

After admission, East Doncaster Secondary College stores and maintains parent and student information in the Cases21, which is a secured database.

The table below describes how schools maintain student information in CASES21.

Stage	Description
1	Enrolment data is entered for students who are new to the Victorian government school system.
2	Data is: <ul style="list-style-type: none">• confirmed/updated and signed by the parent/guardian when students transfer• updated when changes occur, such as guardianship

	<ul style="list-style-type: none"> • reviewed half yearly, 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 (DET Guidelines)

Where students are moving from one government school to another government school, student data can be transferred using CASES21. Therefore:

- parents are not required to complete a new enrolment form, if data is transferred using CASES21
- the school will send the details currently held at the school to the parent for checking, updating and signing to ensure student data is current and accurate.

INTERNATIONAL STUDENTS

East Doncaster Secondary College will update CASES21 to confirm an international student's commencement of study within 5 working days of commencement or as soon as practicable.

SCHOOL SPECIFIC ENROLMENT INFORMATION FOR STUDENTS

East Doncaster Secondary College provides for parents, documentation which is specific to each year level. This documentation includes information regarding student code of conduct, educational services provided, a description of fees, the distribution of fees and how to pay them.

For further information, please refer to the following documents on the College website

[Enrolments](#)

[Parent Payments](#)

[Years 7 – 12 Student Handbook](#)

[Learning – Middle School](#)

[Learning - Senior School](#)

Please also refer to International Student Policy

East Doncaster Secondary College are required to follow the Department's [Enrolment](#), [Placement](#) and [Admission](#) policies. Please click on these links for further information. These are available on the School Policy and Advisory Guide.

<p>This policy is a VRQA minimum document requirement</p> <p>Evaluation</p> <p>Document reviewed Mar 2019</p> <p>Approved by School Council _____ Date _____</p> <p>Approved by Principal _____ Date _____</p> <p>Date of next review March 2020 or as directed by DET</p>
