



WEDDERBURN
COLLEGE

POLICY: ENROLMENT POLICY

PURPOSE

The purpose of this policy is to outline the key documents that are referred to during the enrolment process. These are Department of Education policies.

Under the Education and Training Reform Act 2006, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted.

POLICY

Schools must:

- 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

Wedderburn College adopts the DET Policy on enrolment and information. These policies are available at:

ENROLMENT:

<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>

ADMISSION:

<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>

PLACEMENT:

<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx>

ATTENDANCE:

<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/attendance.aspx>