



Bethanga Primary School

Enrolment Policy

Rationale:

To ensure that Bethanga Primary School:

- enrolls eligible students as outlined in [DET Admission](#)
- maintains enrolment data
- maintains our custodial role

Implementation:

Bethanga Primary School will:

- 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
- 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.

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 name will remain as the name attached to the VSN, unless new legal documentation with an amended name is provided

see: [Department resources](#)

- Maintain student information in CASES21 see: [CASES21](#)
- Maintain student and family occupation and education information (SFOE)

REVIEW CYCLE

This policy was last updated June 2018 and is scheduled for review in June 2021