

Tallangatta Secondary College Policy Manual	<b>STUDENT ENROLMENT POLICY</b>	School Council Meeting: March 2018
Information: Manager: Principal		Reviewed: Every two years

## RATIONALE

To ensure that Tallangatta Secondary:

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

## IMPLEMENTATION

Tallangatta Secondary College 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)

<b>References</b>	<a href="#">DET Admission</a> <ul style="list-style-type: none"> <li>• <a href="#">Information Privacy</a></li> <li>• <a href="#">Placement</a></li> <li>• <a href="#">Transition</a></li> <li>• <a href="#">Transfers</a></li> </ul>
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## REVIEW CYCLE AND EVALUATION

This policy is scheduled for review every two years.