



# STUDENT ENROLMENT POLICY

**AT COBRAM SECONDARY COLLEGE**  
*The school of choice for the Cobram Community*



## **Help for non-English speakers**

If you need help to understand the information in this policy please contact Cobram Secondary College, 5871 1700.

## **STATEMENT OF COMMITMENT**

Cobram Secondary College believes every student deserves a safe and positive learning experience where they are engaged and supported to reach their full potential.

The College adheres to the principles of Australian democracy and takes into account the diversity of all children and makes reasonable efforts to accommodate them. This includes (but is not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, children who identify as lesbian, gay, bisexual, transgender and gender diverse, intersex and queer (LGBTIQ+) individuals, and children who are vulnerable.

The College is committed to creating a child safe environment protecting children from all forms of abuse and neglect.

## **PURPOSE**

The Student Enrolment Policy sets out the school's approach to ensuring that all prospective students are given the opportunity to have a smooth transition so that they have the opportunity to achieve success.

## **POLICY**

Cobram 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.

Cobram Secondary College will before admitting a student:

- **for students transferring from another Victorian government school**, import student information using CASES21; and provide parents with the Student Enrolment Information Form for validation of student information
- **for students who are new to the government system**, obtain a completed enrolment form.

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas or [Immicard](#) see : [International Student Program](#)
- deemed eligible and approved for enrolment by the principal or relevant regional director
- for enrolments not part of Grade 6 transition, appointments for an Enrolment Interview with relevant staff are to be made via Student Reception (03 5871 1700).

## **COMMUNICATION**

- Available publicly on our school’s website

## **RELATED POLICIES AND RESOURCES**

Department of Education and Training policies and resources:

- <https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>
- <https://www.findmyschool.vic.gov.au/>

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	2023
Approved by	Principal
Next scheduled review date	2027

