



STUDENT ENROLMENT POLICY

AT COBRAM SECONDARY COLLEGE

The school of choice for the Cobram Community

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, intersex and questioning (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.

REVIEW PERIOD

This policy was last updated in 2019 and is scheduled for review in 2023.