

STUDENT TRANSFERS POLICY

Rationale

- Parents/carers are entitled to request a transfer between schools.
- Schools must provide transfer notes for all children transferring out and receive transfer documentation for all children transferring in.
- Schools must avoid practices that force children to transfer or withdraw from school, except when the student is expelled.
- Schools must restrict entry to eligible children.

Purpose

- To ensure student transfers between schools meet DET requirements.

Definition

Throughout this policy, '**student information**' means personal and health information about the child including achievement information, foreseeable risk and wellbeing information. For a comprehensive view of what student information should be transferred - see [CASES21 User Guides](#).

Implementation

- The school has developed the mandatory pre-requisite Admission and Enrolment Policies.
- The Principal or delegate will approve transfers when:
 - the child's residence changes and is now closer to a different government school (where requested)
 - transfer is sought from an Australian school outside the state system
 - the transfer is sought at the commencement of the school year or term 3
 - transfer is requested (other than in those instances cited above) by a parent/carer and the principal of each school involved supports the request
 - a child is expelled from a school (for children of compulsory school age, the principal of the school from which the child has been expelled is responsible for ensuring enrolment in another school or registered training organisation, in consultation with the regional office).
- When a Victorian government school child has been accepted at this school, the transferring school will provide the child's information.
- When this school transfers a child, relevant information will be provided to the next school.
- **Parent/carer consent is not required to transfer student information or records (including SSS/DCS files) to the student's next Victorian government school.**
- In addition, the child's information can be provided to/from the child's next Victorian government school in any and all of the following ways: verbally (principal to principal, or nominees), electronically (via email) and in hardcopy (by providing copies of the child's records, including health reports).
- If the child has received Student Support Services (SSS) support in the last two years, the SSS Coordinator must arrange for the SSS/Department Confidential Student file (DCS) to be sent to the SSS Coordinator for the receiving school.
- For all other transfers where the parent/carer appeals against the principal's decision to not enrol, the transferring principal will make recommendations to the Regional Director to determine approval.
- For all transfers from other Victorian or Catholic schools or registered schools, a transfer note including information on any foreseeable risks (if applicable) is required.

- Interstate transfers require an Interstate Student Data Transfer Note.
- Parents/carers are required to provide the receiving school with passport or travel documentation for non-Australian born children and all relevant court orders or informal carer documentation.
- Before a child is offered a place, receiving schools may consult with the transferring school to ensure that the person presenting to the school to enrol the child has decision-making responsibility for that child and that there are not Family Law Act orders or other orders or documents that are relevant to determining who has decision-making responsibility for that child.
- When a transferred child is admitted/transfers, the College will update student details in CASES21, including:
 - the transfer date as the last date the student attended/will attend classes
 - transfer note (if used) that has been reviewed by the transferring principal
 - immunisation status for primary children.

Note: CASES21 automatically updates the Victorian Student Register (VSR) as well as generating the Student Enrolment Information Form and Student Information Full Details Report.

- When the child has been accepted by the receiving school, the College will send the receiving school all required student information, including any foreseeable risks, and the immunisation certificate for primary children. (From July 2017 this information must be transferred through CASES21)

Note: Parents/carers are required to provide the receiving school with:

- evidence of the child's name and date of birth.
- passport or travel documentation for non-Australian born children
- Court orders or written consent of both parents/carers agreeing to admission, for separated parents; see: Admission
- When student information is transferred using CASES21:
 - parents/carers are not required to complete a new enrolment form
 - schools are not required to create a new student record in CASES21 because that would create a duplicate record
 - receiving schools must send a copy of the Student Enrolment Information Form to the parent/carer for checking, updating and signing to ensure the data is current and accurate.
- If transfer information is not provided, the school will contact the previous school for further information and may defer admission for up to one day or admit the child pending documentation. CASES21 will be updated when a transfer occurs.
- If an outward transfer, the school will forward the CASES21 generated transfer note to the receiving school.
- Where there is a foreseeable risk, the transferring principal collects evidence from student records, CASES21 incident reports, student program information or other relevant information provided by school staff and updates the transfer note with the circumstances relevant to the risk such as known triggers that escalate the risk and actions known to lessen or remove the risk.
- If the school receives such a child, the principal will perform a risk assessment and develop an Action Plan that involves parents, staff, guidance officers, the student and any other party.
- Parents/carers must be informed, but their consent is not required for documenting foreseeable risk information or including this information on the transfer note.
- Privacy provisions require that staff keep the information confidential.
- It is important to note that the school cannot enrol international children wishing to transfer from another school (prior to the student completing six months of the principal course of study) without a release letter issued by the Department's International Education

Division, see: ISP Quality Standards and School Resources, under Department resources on the website below.

- If there is a dispute between parents, or for further details on the transfer process, the school will refer to the website.
- The school will not share a child's personal or health information with another Victorian government school **before** that child has been accepted at that next school, **unless** consent is given. This means that when a parent is enquiring about a possible placement at another Victorian government school, the school cannot share personal or health information about that child with that potential new school, unless the parent (or child) has consented.
- Please refer also to the school's Enrolment Policy, Admission Policy and Privacy of Information Policy.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late April 2017).

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
October 2017	2020	80	1	September 2017

Reference:
www.education.vic.gov.au/school/principals/spag/participation/pages/transfers.aspx