

# Enrolment Form Factsheet for Schools

The enrolment form has changed since the beginning of the 2023 school year.

Schools must start using the updated enrolment form from Term 2, 2023 to ensure they comply with privacy law and department policies.



## Why has the enrolment form changed?

- ✓ To improve usability and reduce admin for schools and parents/carers (e.g., by providing the enrolment form in a fillable PDF format)
- ✓ To limit the collection of personal information where there is not a clear need for schools to hold this data
- ✓ To align first aid and medical emergency guidance with department policy
- ✓ To provide schools with information about a student's additional learning and support needs

## What do schools need to do?

1. Update enrolment information on your school website, as shown in the Policy and Advisory Library: [Application and Enrolment Forms](#)
2. Update your enrolment form (and application form, if being used) to the department's standardised form
3. Hold completed enrolment forms for the 2024 school year until CASES21 is updated
4. Input enrolment information into CASES21 from July 2023

### CASES21

**Changes are being made to CASES21 to support the revised enrolment form.**

**Changes will go live from July 2023. Schools are advised to hold off inputting information from the enrolment form into CASES21 until these changes are made.**

**Guidance will be provided to support schools to input data from the enrolment form into CASES21, including updated CASES21 Manuals and a Data Entry Guide.**

## What are the key changes?

Significant changes have been made to the enrolment form. Schools must use the revised enrolment form to comply with privacy law and department policy.

### Clarified purpose

The purpose of the form is to collect student personal and health information once enrolment has been offered and accepted.

The department has released a new application form to capture expressions of interest and enquiries. This shorter form only requires information directly related to eligibility to enrol, e.g., student address.

### Medicare and ambulance subscription

Medicare and ambulance subscription details are no longer sought in the enrolment form because:

- A decision to call an ambulance should be based on need regardless of whether a family has a membership.
- Emergency medical assistance will be provided to anyone in Victoria
- Medical practitioners can access Medicare numbers where required.

For further advice, see: [First aid procedures](#)

### First aid and medical consent

The enrolment form no longer seeks parent consent to administer first aid or receive medical attention.

This update has been made because schools have a duty of care to provide appropriate and reasonable first aid to students and to take action in emergency situations.

Additionally, parents cannot delegate decision-making authority, including

consent for medical treatment. Where a student requires medical attention, the medical professional administering treatment would either speak to the parent or provide treatment without consent.

A statement clarifying school obligations has been included in the revised enrolment form for parents/carers.

### Additional learning and support needs

New questions have been added to the enrolment form, so schools receive information about a student's relevant assessments and support plans at the earliest opportunity.

### Student-centric

The form has been redesigned to focus on the enrolling student, rather than the household. As a result, duplicative sections such as family doctor and family emergency contacts have been removed.

### Diverse family arrangements

Language in the enrolment form has been updated, most notably removing the distinction between 'primary' and 'alternative' family.

Parents/carers who live separately have the option of completing the same enrolment form. Separate forms can still be used where there is a preference or safety concern.

Family structure in CASES21 will remain the same. Data entry will include checking the address for each enrolling adult and allocating them to the relevant CASES21 household structure.

 **Useful links**

[CASES21 Portal](#)

[Application Form](#)

[Enrolment Form](#)

[Enrolment Policy](#)

- [Application and Enrolment Forms](#)
- [Processing enrolment forms and supporting documentation](#)
- [Placement Policy](#)

[Foundation \(Prep\) Enrolment](#)

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