

## Student Enrolment Policy

<b>Source of Obligation</b>	The NSW Registration Manual (3.8) requires all schools to keep a register of enrolments of all children at the College.
<b>Student Enrolments</b>	St Gregory's College Campbelltown keeps a register of enrolments of all children at the College in our student management program Sentral and Deltalink.
<b>Information for Register of Enrolments</b>	<p>The register of enrolment records the following information for each student:</p> <ul style="list-style-type: none"><li>• name, age and address;</li><li>• the name and contact telephone number of parents/guardians;</li><li>• date of enrolment;</li><li>• the date of leaving the College and the student's destination, where appropriate;</li><li>• for students older than six years of age, previous school or pre-enrolment situation; and</li><li>• where the destination of a student below seventeen years of age is unknown, evidence that a Department of Education officer with home school liaison responsibilities has been notified of:</li></ul> <ul style="list-style-type: none"><li>- the student's full name;</li><li>- the student's date of birth;</li><li>- the student's last known address;</li><li>- the student's last date of attendance;</li><li>- parents'/guardians' names and contact details;</li><li>- an indication of possible destination;</li><li>- any other information that may assist officers to locate the student; and</li><li>- any known work health and safety risks associated with contacting the parents or student.</li></ul>
<b>Records of the Register of Enrolments</b>	The register is retained for a period of seven years after the last entry was made, and copies of information in the register are stored off-site at regular intervals.
<b>Implementation</b>	St Gregory's College Campbelltown has set up a series of compliance tasks in <b>CompliSpace Assurance</b> , to ensure that key obligations under the NSW Registration Manual are managed effectively.
<b>Related Policies</b>	<b>Exemption from Attending School Policy</b>