

Enrolment

Purpose

- To keep records of students who attend the school.
- To gather information on individual children.
- To manage and monitor students' transfer from school to school.

Responsibility

The Head Teacher has the responsibility to enrol students who enter the school with proper information.

The Head Teacher has the responsibility and accountability to release information concerning individual children at the school to the next school that they attend. The Head Teacher is the only person in the school who possesses some legal information on each child.

Policy

Every school in Vanuatu is required to have an Admission Register in which every student has to be registered.

The school Admission Register is to be kept up to date every year and is not to be removed from the school.

Procedure

1. The school administration should inform parents to submit the following information for students entering Class 1:
 - Birth certificate
 - Details of parents or guardians
 - Place of work, job name, telephone number of parents or guardians.
 - Health records
 - Medical certificate or Health report for special cases
2. Enter this information in the Admission Register, as well as the student's file – see the Procedure "Registers and Records" for more information on Admission Register and Student's Files.
3. Heads should follow strictly the Ministry's ruling on entry to Year One. Only children whose sixth (6th) birthday falls before the beginning of Term One should be admitted. Dates of birth should be checked as carefully as possible. To help with this duty parents are required to show evidence to prove the date of birth. A birth certificate or hospital certificate should be shown. After Heads have examined this document carefully, they should write the word "sighted" on the child's record card and in the Admissions Book.
4. Fill in the Pupil Transfer and Identity Card and file in the student's file.

5. If a child transfers, fill in the other part of the Admission Register and fill in transfer certificate to present to the next Head Teacher. Arrange for the student file to be sent to the next school, either through the parents or direct to the school.
6. If a child is transferred in to the school, the Head should check evidence of the child's age, to avoid problems at Year 6 examination time.
7. If a child is selected to secondary school, the Head Teacher is responsible to transfer their file on to the principal of the secondary school.
8. The Head Teacher shall also prepare the class enrolment lists and present to the class teacher at the beginning of each school year.
9. The children of government officers have the priority to be enrolled in the town centre or where their parent works.