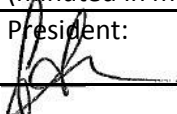




## ADMISSIONS & ENROLMENT POLICY & PROCEDURES

<b>Date Implemented</b>	01/05/2016
<b>Author</b>	Leanne Miller
<b>Approved By</b>	School Council (minuted in meeting on 18/04/2016 )
<b>Approval Authority (Signature &amp; Date)</b>	School Council President: Signature:  Date: 18 / 04 / 2016
<b>Date Reviewed</b>	New policy
<b>Responsible for Review</b>	Principal
<b>Review Date</b>	March, 2019
<b>References</b>	DET Policies <ul style="list-style-type: none"><li>• <a href="#">Admission Policy</a></li><li>• <a href="#">Enrolment Policy</a></li><li>• <a href="#">Information Privacy Policy</a></li><li>• <a href="#">International Student Program policy</a></li></ul>

## PURPOSE

This purpose of this policy is to ensure that:

- all eligible students are admitted and enrolled at Rushworth P-12 College
- enrolment data is maintained

in accordance with the Department's guidelines.

## DEFINITIONS

Eligible students fit the following age criteria

- are at least five years of age by 30<sup>th</sup> April of the year of enrolment
- are under 18 years of age as at 1<sup>st</sup> January of the year of enrolment
- are 18 years of age on or after 1<sup>st</sup> January of the year of enrolment, provided they are studying an accredited senior secondary course
- are 19 at any time during the year of reenrolment, provided they are completing an accredited senior secondary course
- are 20 years of age or over at any time during the year of enrolment and satisfy each of the following criteria
  - enrolled only in an accredited senior secondary course
  - enrolled or seeking enrolment in a school outside the metropolitan area
  - there is not a TAFE or other provider through which the person could reasonably study the course by correspondence or other method, including the Distance Education Centre Victoria
  - there is no TAFE or other provider offering an accredited senior secondary course within 45 minutes travelling time from the student's residence if using public transport, or a school bus in the case of travel to a non-government school
- have had their schooling temporarily interrupted in the previous school year due to pregnancy, illness, an accident or some other event and require an extra year to complete an accredited senior secondary course
- International students are students who hold a Visa. If they meet the above criteria, they can enrol in the college under one of the following five categories:
  - Standard - full fee paying students
  - Study Abroad: shorter term study option
  - Temporary: students who are visiting Australia on a temporary basis
  - Dependent: children of persons, usually as tertiary students, who are in Australia
  - Exempt: these students are exempt from paying tuition and related fees (identified in Ministerial Order 859)

## BASIC BELIEFS and AIMS

Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged.

## GUIDELINES FOR ACTION

- Students who are seeking admittance to Rushworth P-12 College as part of the regular transition process into Foundation or Year 7 will need to:
  - be deemed eligible and approved by the principal or our regional director (see definitions above)
  - submit a completed enrolment form
  - provide a copy of the student's birth certificate which will provide proof of age and legal name. For non-Australian born students, then a passport or travel document such as a Visa or Immicard is acceptable and if necessary, a doctor's note attesting to the age of a child is also acceptable
  - provide a copy of any legal documents that are related to a change in name
  - provide a copy of any court orders that relate to the parental responsibilities of the child
  - provide a copy of the student's immunisation status certificate (Primary students only). Note: a student will not be prevented from enrolling in primary school if they have not been immunised
  - provide a current ASCIA plan and school EpiPen®/Anapen® where the student has been diagnosed as being at risk of having an anaphylactic reaction
  - provide a current Asthma Care Plan where the student has been diagnosed with asthma before being eligible for full enrolment

- Students who are **not** seeking admittance to Rushworth P-12 College as part of the regular transition process will need to:
  - be deemed eligible, submit and provide all things listed for those students who are seeking admittance to Rushworth P-12 College as part of the regular transition process into Foundation or Year 7
  - attend an interview with a member of the Principal Class or Lead Teacher where a pre-enrolment information form must be completed (Appendix A). It is expected that the student would be supported in this interview by their parent(s)/guardian/carer unless they were over the age of 15 and classified as independent
  - provide a National Police Records Check if the enrolling student is over the age of 18 and has not attended school for 12 or more continuous months
  
- Rushworth P-12 College will:
  - respond to a request for an pre-enrolment interview within 24-hours during term time on approved work days (excluding weekends and public holidays)
  - provide the student and the parent(s)/guardians/carers with all necessary admission forms once the student has been deemed as eligible to enrol at the college
  - provide the student and their parent(s)/guardian/carer with access to the DET Information Privacy Policy
  - provide the student and their parent(s)/guardian/carer with access to all relevant information that relates to the learning program, including a list of college fees and charges, and to the Student Engagement and Wellbeing Policy so that informed consent is given to enrol.
  - collect any relevant information from previous schools or pre-schools as is detailed in the Transition to School Policy and Procedures documents (separate policies for primary, secondary and post-secondary transitions) Note: it is an expectation of DET that DET share relevant information that is important to maximise the learning opportunities of the students enrolled with them as well as ensure that a reasonable level of duty of care can be provided to all
  - ensure that any transfer notes include a copy of the immunisation status certificate if this has been provided to them and a further copy has not been provided to us on enrolment (primary admissions only)
  - make any reasonable adjustments that need to be made to accommodate the student to ensure that the college is inclusive as in accordance with the Disability Standards for Education
  - ensure that all information is entered accurately into CASES21 as is detailed on the completed enrolment form
  
- A student may be enrolled at the college if a signature of consent is given by:
  - the student if they are over 15 and living independently
  - the parent as defined by the Family Law Act 1975 (in the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility)
  - both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the college.
  - an informal carer with a statutory declaration, however, the wishes of a parent prevail in the event of a dispute

Where uncertainty exists, then contact by the principal or their nominee should be made with the Legal Department.

- Where admission information is incomplete, the principal may:
  - defer admission of a student for up to five days provided that the principal requests that the enrolling parent or guardian provide the missing information and that they advise the parent or guardian they are legally responsible for ensuring a child of school age attends school (Note: students in Out of Home Care must not have their enrolment deferred for more than one day without the Regional Director's approval).
  - conditionally enrol the student if the information is not provided after five days and a further delay in enrolling the student is likely to affect the student's education and wellbeing provided that the

principal records the enrolment conditions and advises the parents or guardians in writing that the enrolment is conditional upon providing the missing information and will only be formally completed when these conditions are met.

- If the student seeking admission is an international student, then contact with the International Education Division is to be made prior to admission. Contact via phone on 9637 2990, fax on 9637 2184 or via email at [international@edumail.vic.gov.au](mailto:international@edumail.vic.gov.au) .



Appendix A

# Enrolment Interview Information Form

## Student Details

Student's Name:		Sex:		M <input type="checkbox"/>	F <input type="checkbox"/>
Date of Birth:	Birth Certificate Received	Y <input type="checkbox"/>	N <input type="checkbox"/>	Year Level	
Parent/Guardian/Carer's Names		(If no, then conditional enrolment until received)			
Address					
Contact Number/s					
ATSI <input type="checkbox"/>	OoHC <input type="checkbox"/>	EAL <input type="checkbox"/>	PSD <input type="checkbox"/>	If yes, choose the category. Choose an item.	
Hobbies/Interests					

## Schooling Information

Previous School's Attended	Year/s Attended	Grade/Year Levels
	to	Foundation to
	to	to
	Choose an item. to Choose an item.	to
	Choose an item. to Choose an item.	to

*Attendance Rate at Most Recent School	Recent Reports Received	Y <input type="checkbox"/>	N <input type="checkbox"/>
*Previous School Comments			
Involvement in Extra-Curricular Activities	Y <input type="checkbox"/>	N <input type="checkbox"/>	If yes, details.

\* Contact to be made with previous school

## Social, Emotional, Health & Academic Support

### External Support/ Other Information (if applicable)

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### Reflection on Areas of Concerns (click on box if a concern)

Bullying	<input type="checkbox"/>	Click here to enter text.
Being bullied	<input type="checkbox"/>	
Friendships	<input type="checkbox"/>	
Anger management	<input type="checkbox"/>	
Mental health	<input type="checkbox"/>	Click here to enter text.
Physical health/ Medical conditions	<input type="checkbox"/>	
Following directions	<input type="checkbox"/>	
Family Relationships	<input type="checkbox"/>	
Other	<input type="checkbox"/>	Click here to enter text.

### School Support Services

	Presently	In the Past
DET Psychologist	<input type="checkbox"/>	<input type="checkbox"/>
DET Social Worker	<input type="checkbox"/>	<input type="checkbox"/>
DET Speech Pathologist	<input type="checkbox"/>	<input type="checkbox"/>
School Wellbeing	<input type="checkbox"/>	<input type="checkbox"/>
School Nurse	<input type="checkbox"/>	<input type="checkbox"/>
School Chaplain	<input type="checkbox"/>	<input type="checkbox"/>
Other		

### Past Assessments

	Select if Yes		Copy Supplied	Y <input type="checkbox"/>	N <input type="checkbox"/>
Cognitive	<input type="checkbox"/>	If 'Yes', when?		Y <input type="checkbox"/>	N <input type="checkbox"/>
Language	<input type="checkbox"/>	If 'Yes', when? Choose an item.		Y <input type="checkbox"/>	N <input type="checkbox"/>
Other	<input type="checkbox"/>	If 'Yes', when? Choose an item.		Y <input type="checkbox"/>	N <input type="checkbox"/>

<b>House</b>		<b>Advisory</b>		<b>Starting Date</b>		<b>Enrolled by</b>	
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