**Enrolment Policy**

**1.0 Statement of Context & Purpose**

The purpose of this policy is to:

- Ensure that we are an equal opportunity school by welcoming students of all race,

religion and gender and who are prepared to follow the curriculum offered by the

College.

- Ensure that our enrolment process is designed in a way that that the school has a

thorough understanding of the needs of all of our students and the ability to

accommodate and nurture all children enrolled at our College.

- Ensure that all parents understand their rights and responsibilities when making the

decision to enrol their child/children at Al-Taqwa College.

- Ensure that all students comply with the immunization requirement

- Ensure that the College maintains an enrolment register that includes, at a minimum, the

information required in the Standard (including student name, age, address, name and

contact details of parents/guardians, date of enrolment, Victorian student number and

the date the student enrolment ceased at the school.

- Ensure that the enrolment process also captures student background information on

students such as sex, indigenous status, socioeconomic background, language

background, main language other than English spoken in the home, parental educational

attainment & parental occupation

- Ensure that all documentation relating to students is held as per the Privacy Act.

**2.0 Target Audience**

All parents/guardians, Enrolment Officers/Registrar/Assessment, Teachers/Head of

Secondary & Primary, Special Needs Coordinator, Marketing Coordinator, Daily Organiser,

Senior Nurse, Accounts Manager, Business Manager, Principal and or his delegate.

**3.0 Implementation**

**Responsibilities of the Admin Support Officer:**

1. To co-ordinate school tours for prospective parents and students giving them the

opportunity to visit our school and see our facilities.

2. To provide foundation students with an Al-Taqwa College schoolbag when they first

commence school.

**Responsibilities of the Enrolment Officer:**

**Enrolment Application**

1. Take enrolment queries from parents and direct them to the school website (altaqwa.vic.edu.au) and click the ENROL NOW.

2. Instruct parents read the Prospectus and the Business Notice, download, print, complete and sign the Enrolment Application Form and email to enrolment@wicv.net.

3. Ensure that all applications submitted includes all information such as: student name, age, date of birth, address, name and contact details of parents/guardian, date of enrolment/cancellation (if applicable) and student background information (as listed above)

4. The Enrolment Officer will not accept applications unless the forms have been completed and all supporting documents listed below are provided:

a. Birth certificate/Passport, Visa or Citizenship papers

b. Immunisation - An Immunisation History Statement must be provided by the parents from the Australian Immunisation Register (this can be accessed via Medicare).

i. This is the only document that can be accepted as proof of immunisation from 28 February 2018.

ii. Parents/Guardians must provide an immunization status certificate to the school regardless of whether the child is or is not immunised

iii. Documents produced by GPs or other immunisation providers are no longer acceptable as school entry immunisation status certificates

c. Medical Action Plan – signed by a registered medical Practitioner (if applicable)

d. Previous Semester School Report (if Year 1 and above)

e. NAPLAN (if applicable)

5. Ensure that both of the parents/guardians have signed the Enrolment Application Form. In the situation of a one parent/guardian family, only one signature is required.

Please note: that the person signing is responsible for all fees being paid on time.

6. A child can be assessed but not allowed to commence until the College has received the full immunization documentation, a letter from their medical practitioner advising us that the student is on a catch-up schedule or any Medical Action Plans

**Enrolment Availability:**

***When an application is submitted, the College must determine if there are any vacancies***

***which would allow this student to commence***

1. The Enrolment Officer must check current class sizes for that year level, against expected class sizes

2. Where they believe a vacancy does not exist, the application will be placed on a waiting list and parents/guardians advised in writing

3. If there are current vacancies available then the prospective students who are ready to enter the College will be asked to sit an entrance exam.

***Assessment:***

1. Once the completed Enrolment documentation is received, the Enrolment Officer will arrange an assessment time and advise the daily organizer of the Primary/Secondary Departments of how many teaching staff they require for assessments and for what length of time

2. The Enrolment Officer will gather all information regarding the educational needs of the prospective students who may have any additional needs.

3. All students that have been identified as requiring additional needs from the documents received from the parent/guardians will have their assessment conducted by the Student Services Coordinator.

***Child Under Minimum School Age:***

The minimum age for enrolment in a Government school is aged 5 by 30 April in the year of

commencement, as an independent school we can consider enrolling students who are under the minimum age provided they meet the entrance assessment criteria.

1. Five-year-old students take priority over 4.6-year-old students.

2. Enrolments of students aged 4.6 years (30 June in the year of commencement) will be placed on a waiting list and will be considered if a position is available.

***Intake Priorities:***

1. Five-year-old students take priority over 4.6-year-old students

2. Children of staff members

3. Sibling Policy (those with brothers and sisters currently in the College)

***Enrolment Accepted:***

The Enrolment of the student is only accepted if the following criteria are met:

1. Fees must be up-to-date for previous/current siblings (if applicable) or approval sought from the Accounts Manager

2. Students that have been previously asked to leave cannot be re-enrolled

3. *A Letter of Offer and College Agreement* is to be mailed to the parent/guardian to complete and return, including the Acceptance Fee and Bus Booking Fee (if applicable), (The Acceptance Fee payment will only hold a place for the student at the College for one school term, unless otherwise mutually agreed)

4. Enrolment Officers must advise the Senior Nurse of any student who has a medical condition that requires an Action Management Plan prior to informing parents/guardians of acceptance.

5. All prospective student and parent details contained on the enrolment application form must be entered into the Future Students module (enrolment register) in Synergetic by the Enrolment Officers at the time of receiving the enrolment application (see Enrolment Application above).

6. Enrolment Officers are to provide a duplicate copy of student files to the Primary/Secondary Departments once the acceptance fee has been paid.

7. Copy of medical details and immunizations are given to the Senior Nurse. The bulk

intake is given to the Senior Nurse prior to the end of the year.

8. The Enrolment Officer must ensure that the Senior Nurse signs the student file

checklist if the student has an action plan.

***Enrolment Not Accepted:***

1. A student may not be enrolled by the Enrolment Officer if:

a. The College is unable to offer a place due to class size /academic /class size (if there is insufficient room in a class, the student will be placed on the waiting list);

b. The child does not meet the appropriate behaviour requirements; or

c. Child has not met the immunization / Action Plan requirements.

2. The Enrolment Officer is to send a letter to the Parent/Guardian if the enrolment is unsuccessful advising them that they have not been accepted into the College, immediately after the Enrolment Committee’s decision.

3. Notes to be recorded in the Activity tab in Synergetic as to the reason for the non-acceptance and a hard copy file is kept for future reference/query for two years.

4. The Enrolment Officer must ensure that the treatment and disclosure of all non-accepted student’s information must adhere to the Privacy Act.

**Responsibilities of the Registrar:**

***Enrolment:***

1. Co-ordinate 3 rounds of offer for prospective students as per the Business Notice

2. Meet with Enrolment Committee to determine if a non-accepted/appealed

prospective students are to be accepted at the College

3. To assist the Enrolment Officers in entering new prospective student details into the

Future Students module (enrolment register) in Synergetic at the time of receiving the

Enrolment.

***Register of Enrolment:***

1. Request IT Manager open a new file year in Synergetic and to do a bulk rollover of current and future students before the end of the school year.

2. Check that the Victorian student number have been allocated by VCAA (Victorian Curriculum & Assessment Authority, Student Records & Results Unit), this is automatically updated by the system at the end of each day.

3. To check that all documentation is present in the student file (hard copy) as per the Student File Checklist.

4. Ensure that the student files (hard copy) are set up and stored in the Archive Room as per the Student File Maintenance & Audit Policy

5. Ensure that the treatment and disclosure of all accepted/non-accepted student’s information adheres to the Privacy Act

6. Forward Accounts Receivable a list of new students by email on a fortnight basis (if any new enrolments)

7. Ensure that a Parent Orientation Pack is given to parent/guardian of all foundation students on the foundation orientation day. If in the event that the parent/guardian does not attend the foundation orientation day the pack will be mailed to their residential address

**Responsibilities of the Daily Organiser of Primary/Secondary:**

1. Once the completed Enrolment documentation is received, the Enrolment Officer will arrange an assessment time and advise the daily organizer of the Primary/Secondary Departments of how many teaching staff they require for assessments and for what length of time.

2. Daily Organiser to free up teachers for the times as specified by the Enrolment Officers and find relief teachers to fill those teaching positions (if required) whilst the teachers are conducting/marking the assessments.

**Responsibilities of the Head of Primary/Head of Secondary:**

***Enrolment Decision:***

The College must not discriminate against any student regardless of race, religion, gender and offer equal opportunity to all students.

The student must meet the Entrance Assessments criteria (which may include behavioural and academic)

1. Meet with Enrolment Committee to determine if any non-accepted prospective students or any that have appealed are to be accepted as a student at the College

2. Can elect to place a prospective student on an academic/behavioural contract(primary) if the child does not meet the minimum criteria or has behavioural issues

3. All contracts are to be followed up by Primary and Secondary departments.

4. For secondary students, an interview with the Principal or his delegate and the Head of Secondary is required prior to a decision being made. Final decision will be made by the Principal or delegate.

5. Once a decision is made to accept the student, the file is returned to the Enrolment Officer to continue following the policy per Enrolments Accepted No 3.

***Class Allocation:***

1. Head of Primary/Head of Secondary or their delegate are to allocate accepted students to classes

2. Class allocation is determined upon if the student is to be placed in transition class, mainstream or SEEP program.

**Responsibilities of the Student Services Coordinator:**

If the student has additional needs the school must seek permission from the parent/guardian to investigate these needs. Additional needs may include communication needs, curriculum access, health issues, emergency procedures, personal needs etc.

1. Conduct all assessments for prospective students that have been identified as additional needs by the Enrolment Officers.

2. Meet with the Enrolment Committee to determine if the College can meet the educational needs of the child.

**Responsibilities of the Principal or their delegate:**

1. Meet with Enrolment Committee to determine if a non-accepted prospective student or a prospective student who has appealed are to be accepted as a student at the College.

2. To endorse the class allocations proposed by the Head of Primary/Head of Secondary

3. For secondary students, an interview with the Principal or their delegate and the Head of Secondary is required prior to a decision being made. Final decision will be made by the Principal or delegate.

**Responsibilities of the Senior Nurse:**

1. Copy of medical details and immunizations are given to the Senior Nurse who must enter them into Synergetic prior to the student commencing. The bulk intake is given to the Senior Nurse prior to the end of the year.

2. Senior Nurse must sign the student file checklist if the student has a medical condition and return it to the Enrolment Officers

**Responsibilities of the Account Manager:**

All school fees and other charges must be up to date or a payment arrangement in place before a prospective student can be accepted to the satisfaction of the Account Manager

1. Advise the Enrolment Officer if there are any outstanding fees from any previous/current siblings (if applicable) or if there is a payment arrangement in place to meet their financial obligations to the school.

2. Organise for the accounts receivable team to call parents to collect payment of the Application Fee as per the business notice once they have received the request from the Enrolment Officer.

**Responsibilities of the IT Manager:**

1. Open a new file year in Synergetic and to do a bulk rollover of current and future students when requested by The Registrar.

**4.0 Resources**

- Education and Training Reform Act 2006

- Education and Training Reform Regulations 2017 (Schedule 4, clause 8,9)

- Equal Opportunity Act 2010

- Disability Discrimination Act 1992

- Privacy Amendment (Private Sector) Act 2000

- Health Records Act 2001

- Privacy Act

- National Privacy Principles

- School Assistance (Learning Together – Achievement through Choice and Opportunity) Act 2004

- Schools Assistance Act 2008

- Education and Training Reform Regulations 2017 (Schedule 4, clause 8,9)

- Student File Maintenance & Audit Policy

**5.0 Appendices**

- Enrolment Application

- College Agreement

- Business Notice

- Student File Checklist

**5.1 Help for Non-English Speakers**

If you require assistance in understanding this policy, please contact Al-Taqwa College (03) 9269 5000.