

# Enrolment Policy

## 1. Introduction

Djerriwarrh Community College (the College) is an independent specialist senior secondary school based in Melton. We deliver the Victorian Certificate of Applied Learning (VCAL) at Foundation, Intermediate and Senior levels for students aged 15-19 years. We provide a safe and inclusive learning environment for young people who may have been disengaged or are at risk of disengaging from education. The College is committed to supporting students to reach their individual personal, social and educational potential.

The College is committed to ensuring that Students are enrolled in the College in a manner that is fair, transparent and non-discriminatory.

## 2. Purpose

This Enrolment Policy is designed to be consistent with the philosophy, aims and ethos of the College and provide guidelines and processes to enable appropriate selection and enrolment of Students.

The Enrolment Policy sets out the principles and framework governing the basis on which Students are admitted to the College. The policy, together with the associated procedures listed in this policy, should be read and understood by Parent/Guardians and those responsible for implementing the policy.

The purpose of this policy is to:

- ensure admission to the College is fair, transparent and non-discriminatory;
- explain clearly the basis on which offers of enrolment are made;
- provide clear and upfront information to a prospective Applicant regarding the conditions and priorities which relate to prospective enrolment at the College; and
- comply with the requirements of *Education and Training Reform Act 2006 (Vic.)* and other relevant legislation.

## 3. Scope

This policy applies to Djerriwarrh Community College staff and current and prospective Students and Parents/Guardians.

## 4. Definitions

<b>Access and equity</b>	<p>Services should be available to everyone who is entitled to them and should be free of any form of discrimination irrespective of a person's age, race, culture, disability, religion, language, gender or social or economic barrier.</p> <p>Services should be developed and delivered on the basis of fair treatment of Students who are eligible to receive them.</p>
<b>Applicant</b>	The person or persons named in the Enrolment Application Form seeking to enrol their child at the College
<b>College</b>	Djerriwarrh Community College, 235 Station Road, Melton, 3337
<b>Disability</b>	<p>In relation to a Student, means one or more of the following:</p> <ul style="list-style-type: none"> <li>• total or partial loss of the Student's bodily or mental functions</li> <li>• total or partial loss of a part of the body</li> <li>• the presence in the body of organisms causing disease or illness</li> <li>• the presence in the body of organisms capable of causing disease or illness</li> <li>• the malfunction, malformation or disfigurement of a part of the Student's body</li> <li>• a disorder or malfunction that results in the Student learning differently from a Student without the disorder or malfunction</li> <li>• a disorder, illness or disease that affects a Student's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour</li> </ul>
<b>Enrolment agreement</b>	<p>The enrolment agreement formed between the College and the Applicant that consists of:</p> <ul style="list-style-type: none"> <li>• Enrolment Application Form</li> <li>• Enrolment Terms and Conditions</li> <li>• Parent/Guardian Code of Conduct</li> <li>• Student Code of Conduct</li> <li>• Letter of Offer</li> <li>• Enrolment Acceptance and Agreement Form</li> </ul>
<b>Enrolment application form</b>	Means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the College
<b>Enrolment register</b>	A permanent record of the Students admitted to the College.
<b>Enrolment Terms and Conditions</b>	Terms and Conditions of Enrolment including any subsequent amendments made by the College
<b>Parent/Guardian</b>	Includes parents, guardians, step-parents and/or carers as listed in the Enrolment Application Form.
<b>Principal</b>	The Principal of the College, or the Principal's authorised representative

<b>Reasonable adjustments</b>	When enrolling a Student with a disability, schools are required to consider what reasonable adjustments need to be made to the learning environment or to the delivery of learning to assist that Student
<b>Student</b>	The Student named in the Enrolment Application Form

## 5. Responsibilities

The Principal is responsible for ensuring:

- the implementation of the Enrolment Policy is fair, transparent and non-discriminatory;
- this Policy is implemented in accordance with commonwealth and state privacy legislation; and
- ensuring that procedures are in place for the management, storage and retrieval of enrolment data.

## 6. Communication

This Enrolment Policy is available on the College website, Compass and hard copies can be obtained from the College Reception.

## 7. Policy

The College aims to meet the needs of its student cohort by offering a flexible learning environment that is personalised and engaging. We do this by:

- offering small class sizes between 12-18 students
- modifying the curriculum when required
- differentiating classroom activities
- creating Individualised Learning Plans
- creating support plans to students with diverse needs
- working closely with community organisations
- engaging in project-based work
- access to an onsite Youth worker

## **7.1 Access and equity**

The College aims to comply with relevant legislation and ensure the provision of equitable and accessible education that is inclusive and encourages participation of staff, Students and members of the wider College community regardless of race, culture, disability, religion, language, age, gender or social or economic barriers.

The College will ensure an equitable and fair process for Student selection and enrolment by following documented processes.

## **7.2 Selection criteria**

The College caters to Students with diverse and complex needs. We work closely with local schools and community organisations to engage 'at risk' youth in an alternative form of education. We work with these organisations to identify Students who are vulnerable and have high levels of disengagement from mainstream school.

Through our enrolment procedure, we identify student's suitability for the program and ensure the program can meet their individual needs.

The College will only consider applications from young people aged between 15 – 19 years of age.

At the discretion of the College, preference will be given to young people:

- who have disengaged from education,
- who are at risk of disengaging from education,
- who experience mental health issues such as anxiety or trauma,
- who have experienced disrupted learning,

The Principal may include the following as further considerations when making decisions to offer a position:

- the College's capacity to cater for the particular needs of a Student,
- the availability of places in a particular level,
- whether the prospective Student requires reasonable educational adjustments, and if the College is equipped to cater for these.

Djerriwarrh Community College accepts applications for eligible domestic Students only.

### **7.3 Discretion to accept**

The Applicant understands that the College has limited places for each year level each year and as such, the College may not be able to offer a place to the Student due to class-size limits.

Offers of enrolment at the College are made at the absolute discretion of the College and the College reserves the right to lawfully refuse any Enrolment Application without providing a reason.

The College will exercise its discretion in determining whether to make an offer of enrolment and enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances and practical implications into account as well as:

- the selection criteria as listed in Section 7.2;
- the actual numbers of currently enrolled Students and practical availability of places;
- the resources available to cater for the educational needs of Students; and
- the willingness and capacity of the student and the Applicant to comply with the College's policies and procedures.

An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:

- relevant information is withheld or information provided is found to be inaccurate; or
- there is a significant change in the circumstances of the Applicant and/or the Student which cannot be reasonably accommodated by the College. In these circumstances, all due consultation will take place with the Applicant and, where appropriate and reasonable, the Student.

### **7.4 Application process**

#### **Information sessions**

All prospective Students and their Parents/Guardians are invited to attend an information session. Where a Student and their Parent/Guardian are unable to attend an information session, they must complete an expression of interest form.

The information session outlines course outcomes, pathways, fees, training and assessment arrangements, selection and enrolment processes, Student support services, legislative and occupational requirements, complaints and appeals procedures and any other relevant policies and procedures.

Generally, information sessions will be conducted in October and November for commencement the following year.

## **Enrolment Application Form**

Applicants are required to complete an Enrolment Application which will be provided at the information session and is also located on the College's website. The completed Enrolment Application Form must be properly completed, signed and returned to the Principal during the Application Interview.

The Enrolment Application Form is a pre-requisite to, but not a guarantee of, enrolment at the College.

## **Application interview**

All prospective Students and their Parent/Guardians must attend an application interview with the Principal to allow the College to learn more about the prospective Student and provide prospective Students and Parents/Guardians the opportunity to discuss the potential enrolment and determine their suitability to undertake the VCAL with Djerriwarrh Community College.

The Parent/Guardian must provide a completed and signed Enrolment Application Form and any documents/information and/or expert reports including, but not limited to, details regarding medical conditions, physical impairments, mental impairments or other conditions that may impact on the College's ability to properly care for the Student, to enable consideration of any reasonable adjustments to services and/or facilities that may be required.

It is important that Parents/Guardians advise the Principal of any additional needs of the Student during the application interview, failure to do so may result in the College declining to make, or delaying the making of, an offer, or in some cases result in the subsequent withdrawal of an offer of enrolment at the College. The College also reserves the right to cancel the proposed enrolment of the Student should the College determine that it is not able to reasonably meet the specific needs of the Student (even after considering reasonable adjustments), or is not able to provide an environment which is healthy and safe for the Student.

The Student will undertake a language, literacy and numeracy assessment to determine the appropriate level for entry followed by a one-on-one meeting with the Youth Worker to identify wellbeing requirements and support services required.

## **Student selection**

The Principal will assess each application and select Students for inclusion in the appropriate level of VCAL in accordance with the selection criteria and considerations outlined in Sections 7.2 and 7.3 of this policy.

## **Offers of enrolment**

If the application for enrolment is successful, the Applicant will be notified in writing. Refer to Appendix A for the Letter of Offer template.

To accept an enrolment offer, the Applicant must submit the Enrolment Acceptance Form provided with the Letter of Offer. The Applicant must also provide relevant documentation as listed on the Enrolment Acceptance Form and either pay fees or make arrangements for a payment plan.

The College may, at its discretion, withdraw the offer of enrolment if there is no communication from the Applicant within 14 days of the applicant being notified by the College.

An Offer of Enrolment may be revoked, if all relevant or requested information on a Student's needs for educational support is not disclosed to the College or any other misleading information or documentation is provided to the College.

Where a Student is deemed not suitable for enrolment, the Principal will discuss alternative programs such as, but not limited to, enrolment at local government or non-government schools or alternative programs.

### **7.5 Conditions of enrolment**

When a Parent/Guardian signs the Enrolment Acceptance Form they are also agreeing to the following:

- behavioural expectations and consequences and compliance with the College's Student Code of Conduct and Parent/Guardian Code of Conduct;
- the terms and conditions of enrolment;
- maintaining a minimum of 80% Student attendance;
- fee payment responsibilities;
- acceptable use of computers; and
- understanding of and adherence to all College policies which are available on the website and which may be updated as determined by the School Council or Principal.

### **7.6 Reasonable adjustments**

Where information obtained by the College indicates that a Student has a disability, the Principal will consult with the Student and the Applicant (as appropriate) to determine whether the disability would affect the Student's ability to participate in or derive substantial benefit from the educational program at the College. Following the consultation process, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.

The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- a) the nature of the Student's disability;
- b) the nature of the adjustment that would be required;
- c) the information provided by, or on behalf of, the Student about how the disability affects the Student's ability to participate;
- d) where reasonable and appropriate, views of the Student and the Applicant (as appropriate) about whether a proposed adjustment is reasonable and will enable the Student with a disability to access and participate in education and training opportunities on the same basis as Students without disabilities;
- e) information provided by, or on behalf of, the Student about his or her preferred adjustments;
- f) the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programmes and achieve learning outcomes and independence;
- g) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other Students; and
- h) the costs and benefits of making the adjustment.

The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the College to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

If reasonable adjustments are necessary to enable a Student to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, the Principal will take into account the relevant circumstances of the case, including:

- a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other Students, staff, the College community, the Student and the family of the Student).
- b) costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other Students and teachers;
- c) benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other Students and teachers;
- d) the effect of the disability of the Student;
- e) the College's financial circumstances and the estimated amount of expenditure required to be made by the College - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
- f) the impact of the adjustments on the College's capacity to provide education of high quality to all Students while remaining financially viable;
- g) the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the Student's participation); and

- h) the nature of the Student's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or
- i) alternative adjustments.

The Principal will discuss with the Student and the Applicant (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.

If the Principal is satisfied that they have sufficiently consulted the Student and the Applicant (as appropriate) and adjustments required are not reasonable, or would cause unjustifiable hardship the College may decline to offer the Student a position or may defer the offer.

Where a Student's needs cannot be met, every endeavour will be made to refer and/or place the Student in another suitable program.

## **7.7 Withdrawals**

Parents/Guardians must give one term's notice in writing to the Principal of the intention to withdraw a Student from the College.

For information on refunds of fees paid, refer to the Fees and Refunds Policy.

## **7.8 Termination of enrolment by DCC**

### **Apparent withdrawal**

The College reserves the right to terminate a Student's enrolment in the event that a student fails to attend scheduled classes and activities for a period of two weeks or more without prior notification of absence.

The College will make every attempt to contact the Student and/or the Parents/Guardians and to support the Student's return to the College. If the Student and/or Parents/Guardians cannot be contacted, the Principal will issue a 'Warning to Withdraw' letter followed by a 'Confirmation of Withdrawal' letter in line with the requirements of the Student Withdrawal Procedure.

### **Expulsion**

The College reserves the right to impose any lawful disciplinary action that the College deems appropriate or to expel or suspend any Student from the College on the grounds of any of the following:

- unsatisfactory conduct or performance;
- failure by the Student and/or Parents/Guardians to comply with the College's rules, policies and procedures (including the College's Terms and Conditions of Enrolment and Codes of Conduct);

- upon identification that misleading or inaccurate information was provided to the College; or
- for other reasons deemed appropriate by the Principal of the College in accordance with the Enrolment Terms and Conditions.

Any decision to terminate a Student's enrolment at the College is at the absolute discretion of the Principal. In such circumstances, the Principal's decision is final.

## **7.9 Enrolment register**

The College is committed to maintaining accurate records that comply with the College's legal obligations in relation to Student enrolment. The enrolment register determines those Students for whom attendance must be registered and monitored. The College is required to implement processes and procedures to ensure that the register is up to date.

The College uses Compass as the school management system. The following information will be maintained in Compass:

- Student name, date of birth, age, Victorian Student Number (VSN) and address;
- name and contact details of parents/guardians and emergency contacts of the Student;
- the date of enrolment and where applicable;
- the date the Student ceased to be enrolled.

## **7.10 Privacy**

The College collects personal information, including sensitive information regarding Parents/Guardians and Students during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of Students.

Please refer to the Privacy Policy for more information.

## **7.11 Complaints**

If a Parent/Guardian is dissatisfied with any aspect of the enrolment process, they are encouraged to discuss their concerns with the Principal.

Parents/Guardians and/or Students may make a formal complaint by following the processes in the Complaints and Appeals Policy and Procedures. The Complaints and Appeals Policy and Procedures are available on the College website and copies can be requested from College Reception.

## 8. Associated documents and legislation

<b>Associated policies and procedures</b>	Attendance Policy and Procedure Behaviour Management Policy and Procedure Complaints and Appeals Policy and Procedure Enrolment Procedure Fees and Charges Policy Privacy Policy
<b>Other associated documents Internal</b>	Enrolment Application Form Enrolment Terms and Conditions Parent/Guardian Code of Conduct Student Code of Conduct
<b>Relevant legislation</b>	<i>Australian Education Act 2013 (Cth)</i> <i>Australian Education Regulation 2013 (Cth)</i> <i>Disability Discrimination Act 1992 (Cth)</i> <i>Disability Standards for Education 2005 (Cth)</i> <i>Human Rights and Equal Opportunity Commission Act 1986 (Cth)</i> <i>Privacy Act 1988 (Cth)</i> <i>Racial Discrimination Act 1975 (Cth)</i> <i>The Sex Discrimination Act 1984 (Cth)</i> <i>Disability Act 2006 (Vic)</i> <i>Education and Training Reform Act 2006 (Vic)</i> <i>Education and Training Reform Regulations 2017 (Vic)</i> <i>Equal Opportunity Act 2010 (Vic)</i>
<b>Other associated documents External</b>	VRQA Guidelines to the Minimum Standards and Requirements for School Registration

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## Appendix A

### Letter of Enrolment Offer

[Date]

[Full name]  
[Address]  
[Suburb], Vic, [Postcode]

Dear [Given name]

RE: Application for Enrolment in the VCAL at Djerriwarrh Community College

Thank you for your application for [student name] to undertake the Victorian Certificate of Applied Learning (VCAL) at Djerriwarrh Community College.

I am pleased to offer [student name] a place at [VCAL level] as per the details below.

<b>Commencement date:</b>			
<b>Location:</b>	235 Station Road, Melton		
<b>Term dates:</b>	Term 1: Term 2: Term 3: Term 4:		
<b>Attendance days:</b>	Monday – Friday	<b>Attendance hours:</b>	9:15am – 2:45pm
<b>VET Qualification:</b>	[insert VET qualification if applicable]		
<b>Enrolment fee:</b>	\$250		
<b>VET course fees (external):</b>	[cost of VET qualification and details of payment if applicable]		

To accept this offer, you must:

- Carefully read the attached Enrolment Acceptance and Agreement Form
- Return the signed Enrolment Acceptance and Agreement Form along with any relevant documentation as listed on the form
- Pay the fees or make an appointment with the Principal to arrange a payment plan

The College reserves the right to withdraw the offer of enrolment if there is no communication from you within 14 days of receipt of this letter.

Please contact me on 8746 1000 if you wish to discuss any aspects of enrolment with Djerriwarrh Community College.

Yours sincerely

[Principal's name]  
Principal  
Djerriwarrh Community College