

Title Document Type Document Owner Directorate Date of Publication	<b>Enrolment Policy</b> <b>POL - Policy</b> <b>Rebecca Morse</b> <b>EET - Employment, Education and Training</b> <b>7/09/2023</b>	Document Number <b>CA-POL-0021</b>
--	---	---------------------------------------

## 1 Purpose

It is the policy of Communicare Academy that all students are enrolled in a systematic way, with fairness and clear communication. Enrolment records are legal documents and are thus required to be accurate, securely stored, and archived for seven years after the cessation of enrolment. They must be able to be reproduced in written form, from electronic storage and available to the Department of Education.

## 2 Scope

This policy applies to the enrolments of Communicare Academy only. It does not cover the enrolment process for Academy students into the Communicare Inc. Registered Training Organisation or others the school may utilise.

## 3 Policy

### 3.1 Prioritising Enrolment

It is understood that demand for places at Communicare Academy may exceed places available. While order of applications and availability of resources will influence places being allocated, the following prioritisation will apply.

From 2015, priority of enrolment will be:

- Siblings of currently enrolled students
- Students referred from other local schools
- Students referred from other local agencies
- Self-referrals living locally

We foster a school environment that includes, values, and celebrates diversity. We actively and positively support Culturally and Linguistically Diverse (CaLD) and LGBTIQ students who will always feel welcomed and respected at Communicare Academy. The Academy will always strive to provide an authentic and inclusive experience for all CaLD and LGBTIQ students where they are free to express themselves in a safe and secure setting free from judgement or ridicule.

## 3.2 Enrolment Process

1. Guardian makes enquiry regarding enrolment. If there are no current places, the Enrolments and Administration Officer (EAO) will record their details on the waiting list.
2. If there are places, the student and their guardian will receive a full tour of the Academy and its amenities.
3. An appointment is then made with the EAOs to conduct an enrolment meeting.
4. During the enrolment meeting the EAO and Wellbeing Manager will discuss school policies, supports, and curriculum pathways.
5. Following the interview with the EAO/Wellbeing manager the applicant and guardian will meet with the Principal.
6. If deemed successful by the Principal, enrolment forms are provided and fees explained. The applicant's guardians may meet with the Business Manager to discuss payment plans. EAOs will explain the enrolment forms and set a return date.
7. Once an enrolment pack has been completed and returned, the student is given a starting date. If a student requires additional supports or a safety or risk management plan, this will be arranged prior to their starting date.
8. Enrolment forms are returned to the EAOs along with all required documentation and an enrolment fee is paid. For those in financial hardship, as determined by the Business Manager, the tuition fees will be negotiated.
9. The Academy needs to receive copies of any diagnoses or medical action plans **before** students can begin. Information entered on SEQTA will reflect where these have not been provided and they will be noted as "UNDIAGNOSED" until such paperwork is received. Students may be unable to be provided with specific supports unless guardians have provided this paperwork.
10. The EAO creates a student file and new student profile, ensuring all enrolment documentation is obtained and recorded.
11. On completion of student file and profile, the EAO inputs the file information into SEQTA. The student profile is emailed to the Head of Teaching to place the student in an appropriate class group.
12. The Head of Teaching reviews the new student profile and provides a learning group and faction group and forwards information to all Academy staff, prior to induction.
13. On completion of student data input, and in consultation with the Leadership Team the EAO drafts a letter of offer and letter of acceptance, containing student start date. EAO will then create a Transfer Note for the student's old school.
14. EAO posts a letter of offer, signed by the Principal, with enclosed letter of acceptance to be signed and returned. Both letters to be posted on the first Thursday after the enrolment pack is returned and complete.
15. After letter of offer has been posted, EAO provides the student file to the Behaviour Support Assistant (BSA) or Aboriginal Islander Education Officer (AIEO) to prepare for induction. Induction is conducted on the first day of school by the BSA.
16. Upon cessation of enrolment the EAO will electronically archive the enrolment details and archive physical documentation through our archiving company.
17. Should a student leave the school without the receipt of a transfer notice, the student will be deemed 'missing' and will be reported, by the EAO with Principal's permission, to the Participation Officer.

## 4 Responsibilities

Enrolments and Administration Officers	<ul style="list-style-type: none"> <li>• Provide school tour</li> <li>• Interview and gather required information for enrolment</li> <li>• Ensure all paperwork is completed</li> <li>• Create student profiles</li> <li>• Ensure data entry into SEQTA is accurate</li> <li>• Store information and documents in the manner required by legislation or registration requirements</li> </ul>
Head of Teaching	Review learning documentation and allocate a learning group. Provide information to all staff.
Principal	Interview and assess suitability of student for school against social dynamics, resources reasonably available, and prioritisation outlined in policy.
Student Services	<ul style="list-style-type: none"> <li>• Assist in enrolment process</li> <li>• Review medical and wellbeing information prior to start date and plan accordingly</li> <li>• Create safety plans or risk management plans prior to start date</li> <li>• Provide induction</li> </ul>

## 5 Related Documents/Legislation

	<i>School Education Act 1999</i>
	<i>Registration Standards and other Requirements for Non-Government Schools 2020</i>
CA-POL-0053	Pastoral Care Policy
CA-POL-0004	Attendance Policy
CA-PRO-0001	Removal of Student Procedure
CA-POL-0010	CPFS Documented Plan Policy
CA-POL-0012	Concerns, Complaints, and Disputes Policy
CA-POL-0027	Family Law Policy
CA-POL-0032	Mobile Phone Policy
CA-POL-0074	Parent/Guardian Code of Conduct
CA-GUD-0002	Enrolment Handbook
CA-FRM-0001	School Psychologist Consent Form
CA-FRM-0003	New Student Profile
CA-FRM-0006	Medication Authorisation Form
CA-FRM-0007	Enrolment Forms
CA-FRM-0011	Enrolment Checklist
CA-PRO-0006	Enrolment Procedure

## 6 Document Governance

Prepared by:	Rebecca Morse	Head of Teaching	31/01/2022
Approved for use by:	Sanchia Hall	Principal	7/09/2023
Date endorsed by the Board (only applicable to certain policies):			
Summary of change from last revision (n/a if first time issued):	Updates to Related Policies section		