
Title	Enrolment Procedure		
Document Type	PRO - Procedure		
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Directorate	EET - Employment, Education and Training		
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1 Purpose

These procedures outline the enrolment process for new students at Communicare Academy.

2 Scope

The procedures cover enrolment of students at the Academy, not students in other programs within Communicare Inc. They are to be applied by all staff, but mainly by the Enrolments and Administration Officers.

3 Procedure

3.1 Enrolments and Administration Officers

1. Tour of the Academy
2. Interview with the Enrolments and Administration Officers (EAOs) – covering policies, attendance, code of conduct, behaviour management, dress code, etc.
3. Interview with the Principal and Wellbeing Manager
4. Meeting with Business Manager to discuss fees
5. Provide enrolment forms and handbook
6. Principal offers a place, EAOs post *offer of place* letter
7. Enrolment forms collected – completed in full
8. Documentation collected – all documents outlined on checklist must be in before a start date is given
9. Member of the Leadership Team gives a start date and EAOs let parent/guardian know
10. Create student file
11. Create student SEQTA profile
12. Create New Student Profile and send to Head of Teaching
13. Input information into data management systems
14. Ensure that all relevant State reporting data is entered into SEQTA (include as many categories as are available)
15. Ensure SEQTA medical info is in correct format
16. Provide Behaviour Support Assistant with timetable selection form and book induction with them for the student's start date

3.2 Head of Teaching

1. Review New Student Profile and place student accordingly
2. Assign learning group, connect group, and house
3. Forward edited profile to all staff
4. Input SEQTA group information – Connect house, disabilities, etc

3.3 Wellbeing Team

1. Review student information
2. Attend enrolment meeting
3. Create risk management or safety plan as needed
4. Discuss supports and adjustments required with student and guardian before start date

4 Related Documents/Legislation

CA-FRM-0010	Annual Medical Update Form
CA-FRM-0011	Enrolment Checklist
CA-FRM-0007	Enrolment Forms
CA-GUD-0002	Enrolment Handbook
CA-POL-0021	Enrolment Policy
CA-FRM-0006	Medication Authorisation Form
CA-FRM-0003	New Student Profile
CA-FRM-0001	School Psychologist Consent Form

5 Document Governance

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Approved for use by:	Matthew Borgward	Principal	23/06/2022
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