

Enrolment and Transition to ACE Policy and Procedure

1. Purpose

- Advance College of Education (ACE) is committed to ensuring that students are enrolled in the school in a manner that is fair and transparent.
- Advance College is dedicated to meeting the needs of students requiring an 'applied learning' focus when completing Senior Secondary qualifications. Advance College's VCAL centres on engaging, motivating, challenging and improving student skills.
- The school is committed to maintaining accurate records that comply with the school's legal obligations in relation to school enrolment.
- This policy sets out the principles and framework governing the basis on which students are admitted to the school. The policy should be read and understood by parents and those responsible for implementing the policy.

2. Principles

- ACE is committed to ensuring students are admitted to the school in a manner that is fair, transparent and non-discriminatory. ACE is dedicated to the principles of access and equity in education and is committed to the goal of improving the knowledge, skills and quality of life for all Australians, taking into account the particular needs of individuals who may have experienced disadvantage. ACE recognises that particular groups of people in society have experienced and continue to experience disadvantage and unequal educational outcomes. No preference is given to students of a particular sex, race religious belief when selecting students. The minimum age at entry at ACE is 15 years of age. The maximum age at entry is 19 years of age.
- The school keeps and retains accurate records of school enrolments that comply with its commonwealth and state legal and regulatory requirements.

3. Aims

- To ensure admission to the school is fair, transparent and non-discriminatory.
- To explain clearly the basis on which offers of admission are made.
- To comply with the requirements of Education and Training Reform Act 2006 (Vic.) and other relevant legislation.

4. Legal and regulatory basis for compliance

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2007 (Vic.)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- Equal Opportunity Act (Vic.) 2010
- Disability Discrimination Act 1992 (Cth.)
- Disability Standards for Education 2005 (Cth.)
- Australian Education Act 2013 (Cth.)
- Australian Education Regulation 2013 (Cth.).

5. Key definitions

- The **enrolment register** is a permanent record of the students admitted to the school. The school implements processes and procedures to ensure that the register is up to date. The enrolment register determines those students for whom attendance must be registered and monitored.
- When the school is oversubscribed in one or more VCAL groups a **waiting list** will be created. The principles of fairness and transparency that apply throughout the enrolment policy also apply to the procedures relating to the management of the waiting list.

- Children of **compulsory school age** (six years and up to the age of seventeen years) who reside in Victoria are required to be in full-time attendance at school or be in registered home schooling. As a non-government school, ACE has no legal restriction in relation to a **minimum age** or a **maximum age** at the point of enrolment; however the school will only take enrolments from students in the 15 – 19 year age range. Enrolments outside of this range will be at the principal's discretion.
- Within the meaning of the Equal Opportunity Act (Vic.) and the Disability Discrimination Act 1992 (Cth.), schools are not permitted to **discriminate** on the grounds of disability. The legislation permits an exception to be made in relation to sex, race, religious belief, age or age group:
 - Schools, amongst other organisations, have a **positive duty** to take reasonable and proportionate measures to eliminate discrimination.
 - 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.
- ACE requires **proof of age and enrolment name** for each enrolment. This documentation could include: a birth certificate, passport, driver's licence (learners permit) and student card.
- Under the Australian Education Act 2013 (Cth.) ACE is required to collect **Student Background Characteristics Data** as part of the school enrolment process and report the data to the VCAA or other testing agent when requested.
- The Annual Report to the School Community must include a report on the characteristics of students at the school.
- The Australian Education Regulation 2013 (Cth.) (s.37) requires that ACE retains student enrolment records for 7 years after end of school year in which the last entry was made. Student enrolment records may be audited by either state or commonwealth authorities in order for the authorities to monitor payments made on the basis of student numbers or on the basis of the enrolment of particular categories of students.
- Records of enrolment are required for annual data returns to the Australian Government for the Australian Government Census of Non-Government Schools under Australian Education Regulation 2013 (Cth.) (s.77). They are also required for annual data returns to the Victorian Government for the Victorian Census under the Victorian Government Funding Agreement for Non-Government Schools.
- Legislative privacy requirements govern how **personal, sensitive and health** information must be collected, used, disclosed and stored as part of the enrolment process. ACE provides a **privacy notice** with the enrolment form explaining to parents and students why this information is being collected, what it is used for, where it might be disclosed and how they can access information held about them.
- Schools are required to request and record the immunisation status, called the **Child History Statement**, for each primary student prior to enrolment. Whilst not mandatory, ACE will also request this information for all student enrolments.
- Schools are required to request and record the visa status when enrolling a **student on a visa**, that is any student who holds, or is a dependent of a person who holds, a permanent, bridging or temporary visa.

6. Scope

- The application of the policy is relevant to the governing board, the principal, to school staff, students and parents.

7. Roles and Responsibilities

- The principal is responsible for authorising the enrolment policy and for approving the criteria for admission.
- The principal is responsible for ensuring the implementation of the enrolment policy is fair, transparent and non-discriminatory.
- The principal is responsible for ensuring an enrolment register and waiting list is accurately maintained.
- The principal is responsible for ensuring that this policy is implemented in accordance with commonwealth and state privacy legislation.
- The principal is responsible for:
 - ensuring that procedures are implemented so that parents are guided through the enrolment process from enquiry to admissions
 - ensuring that procedures are in place to record the basis on which a child does or does not fulfil the admissions criteria together with the school's decision to offer a place or not
 - ensuring that procedures are in place for the management, storage and retrieval of enrolment data:
 - a. proof of the child's identity, specifically date of birth and enrolment name
 - b. - immunisation status
 - c. - visa status.
- The principal is responsible for ensuring that the school reports data relating to the characteristics of students at the school to the school community at least once a year.

8. Admissions Criteria

- The minimum age of entry at ACE is 15 years. The maximum age at entry is 19 years. Enrolments outside of this range will be at the principal's discretion.
- Students are required to submit an Expression of Interest form prior to being invited to attend an interview.
- Students and parent/guardian (unless student is classified as being independent) must attend a pre-enrolment interview with the Education Support Coordinator (ESC) and the Learning Engagement Coordinator prior to being offered a place at ACE.
- ACE student fees are \$250 (\$50 concession) per student per year and are to be paid within 14 days of receiving an invoice. Families who are experiencing financial hardship are encouraged to complete a Financial Hardship Application and submit it to the principal for consideration. A payment plan option is also available.
- ACE may make enrolment decisions on the basis of the schools judgement of its capacity to meet the needs of the student. These decisions must be supported by as much evidence as possible and well documented.
- Students will be placed on a waitlist when the school becomes oversubscribed. Students will be contacted in order of admission to the waitlist when a place becomes available.

9. Enrolment Procedure

A. Pre-enrolment

- All new enrolments to ACE are conducted by the Education Support Coordinator and Learning Engagement Coordinator with the student and parent/guardian. Upon receipt of an *Expression of Interest form*, a *VCAL Student Handbook* is provided to the student and parent/guardian. A mandatory interview is scheduled at a mutually arranged time. Interviews do not take place without a parent/carer in attendance (unless the student is classified as independent). Previous student reports, relevant certificates and assessment grades are required at the interview (when available) to assist in the determination of the level of entry.
- School requirements are *briefly explained* to parents/carers and students before enrolment forms are signed. These are located in the *VCAL Student Handbook* and cover:
 - Advance College VCAL Values
 - VCAL Overview
 - The VCAL Learning Program including VET and Work Experience requirements
 - Assessment
 - Pathway Options
 - Credit Transfer and Recognition of Prior Learning
 - Student Welfare
 - College and Parent Support
 - Student Behaviour Expectations and Student Rules and Responsibilities Agreement
 - Attendance Requirements
 - Excursion Policy and Procedures
 - Student Medical Conditions and Medication
 - Bullying and Harassment
 - Digital Technologies Acceptable Use Agreement
 - Complaints Procedure
 - OH&S
 - Fees
 - Principles of Australian Democracy
- Students must produce transfer/transition form signed by the principal of their previous school prior to commencing stage 2 (enrolment).

B. Enrolment

- The Education Support Coordinator and Learning Engagement Coordinator provide a *more detailed overview* of VCAL @Advance including:
 - Outline of program with examples of what a 'typical' day might look like
 - Berry Street Education Model overview
 - Roles of teaching and education support staff
 - Key areas in Student Handbook including rights and responsibilities, behaviour management (including zones, focus plans etc.) expectations, policies and procedures, fees
 - Assessment methods used
 - VET and Work Experience
 - Pathway options

- The student and parent/guardian complete the *VCAL Enrolment Form* ensuring that all sections are fully completed and that all required signatures are applied. Paperwork is checked closely by the Education Support Coordinator and Learning Engagement Coordinator to ensure all sections have been completed. Particular attention must be paid to the *Medical Condition* section. If the student, parent/guardian has indicated that the student has a medical condition, this needs to be discussed and relevant medical management plans provided to the school prior to commencement.
- The following original documents must be presented, copied and placed in the student's file:
 - A current Health Care Card (Green) or Pension Card (Blue) if concession box has been ticked
 - Full Birth Certificate
 - Photo ID (e.g. passport, driver's licence/learner's permit)
 - Medicare Card
 - Most recent school report and relevant certificates (if available)
- A copy of the student's Child History Statement (immunisation status) must also be requested at this stage. This is not a mandatory requirement but is viewed as a preferred option for secondary students.
- Parent/guardian completes the Camps Sports and Excursions Fund (CSEF) Application Form.
- Education Support Coordinator and Learning Engagement Coordinator discuss the ACE Behaviour Management policy and procedure and Student/parents/guardian/carer read and sign ACEF31 Students Rules and Responsibilities Agreement. Original placed on file and copy given to the student.
- Student reads and signs ACEF32 Digital Technologies Acceptable Use Agreement. Original placed on file and copy given to the student.
- Education Support Coordinator to complete relevant section of ACEF20 Student Transfer Advice and forward to the principal of the student's previous school for completion. Education Support Coordinator to follow up, make notes in Student Profile (Sentral) and place original in student file when returned by previous school.
- Learning Support /Learning Engagement Coordinator enter student details into VASS and Sentral when enrolment is complete.
- Learning Support /Learning Engagement Coordinator copy front page of enrolment form and forward to Advance Finance department for fee invoice creation.
- Administration Assistant at each site to process fee payments through the cash register, record student's name and 'school' on the receipt and forward to the Finance Department.
- Students complete VCAA VCAL Student Personal Details form

C. Transition

New Students must complete all elements of the Transition phase (outlined below) over a number of days with the Learning Support Coordinator (LSC) or the Learning Engagement Coordinator (LEC) or an Education Support Officer (ESO) prior to moving into the classroom full time.

- *VAK Learning Styles Self-Assessment*. Student preferred learning style recorded in the Student Profile (Sentral). Original placed in student file.
- *Six-Star Student Wellbeing Survey* (online). Notes made in Student Profile (Sentral). Original placed in student file.
- *Compass Literacy/Numeracy Assessment* (online). Notes made in Student Profile (Sentral). Original reports are placed in student file.

- *ACEF Independent Living Skills Questionnaire*. Notes made in Student Profile (Sentral). Original placed in student file. N.B. 'Follow Up' Section to be referred to when IEP and Pathways Plans are created for student
- *VIA Character Strengths* (online) and *ACEF58 Values*. Notes made in Student Profile (Sentral). Originals placed in student file.
- Discuss *Zones of Consequence* and use of *Focus Plans*. Complete *Focus Plan*. *Focus Plan* saved in k-drive, printed and given to Home Teacher. 3 copies of *Focus Plan Snapshot* printed and 1 given to Home Teacher, 1 to Student (laminated) and 1 placed into file.
- Stage One of *Individual Education Plan (IEP)*. Given to Home Teacher.
- Photo of student taken and saved in Sentral

10. Associated Documents

VCAL Student Handbook

ACEF29 Student Enrolment Form

ACEF31 Student Rules and Responsibilities Agreement

ACED27 Transition Procedure

ACEF30 VAK Learning Styles Self-Assessment

Six-Star Student Survey (online)

Compass online literacy and numeracy test (online)

Camps Sports and Excursions form

ACEF32 Digital Technologies Acceptable Use Agreement

ACEF17 Financial Hardship Application

ACE20 Student Transfer Advice

ACEF18 School Fee Payment Plan Agreement

ACEF2 VCAL Administration Record

ACEF33 VCAL Program EOI

ACEF34 Enrolment Interview

ACEF35 Letter of Offer

ACEF66 Focus Plan

ACEF67 Focus Plan Snapshot