

## Enrolment and Transition to ACE Policy and Procedure

### 1. Purpose

- ACE is dedicated to meeting the needs of students requiring an 'applied learning' focus when completing Senior Secondary qualifications. ACE centres on engaging, motivating, challenging and improving student skills.
- The College is committed to maintaining accurate records that comply with 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 College. The policy should be read and understood by parents/carers and those responsible for implementing the policy.

### 2. Principles

- ACE is committed to ensuring students are admitted to the College 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, considering the particular needs of individuals who may have experienced disadvantage. ACE recognises that particular groups of people in society have encountered and continue to encounter difficulty and unequal educational outcomes. No preference is given to students of a particular gender, race or 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 College retains accurate records of enrolments that comply with its Commonwealth and state legal and regulatory requirements.

### 3. Aims

- To clearly explain 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 College. ACE implements processes and procedures to ensure that the register is up to date. The Register determines those students whose attendance must be registered and monitored.
- When the College is oversubscribed in one or more class 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 College 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 gender, 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 College Community must include a report on the characteristics of students at the College.
- The Australian Education Regulation 2013 (Cth.) (s.37) requires that ACE retains student enrolment records for 7 years after the end of the 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**, which 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, school staff, students and parents/carers.

## 7. Roles and Responsibilities

The Principal is responsible for:

- Authorising the enrolment policy and for approving the criteria for admission.
- Ensuring that the implementation of the enrolment policy is fair, transparent and non-discriminatory.
- Ensuring that the Enrolment Register and waiting list is accurately maintained.

- Ensuring that this policy is implemented in accordance with Commonwealth and state privacy legislation.
- Ensuring that procedures are implemented so that parents/carers 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 College's decision to offer a place or not.
- Ensuring that procedures are in place for the management, storage and retrieval of enrolment data:
  - proof of the child's identity, specifically date of birth and enrolment name
  - immunisation status
  - Visa status.
- Ensuring that the College reports data relating to the characteristics of its students to the College 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 to begin the enrolment process.
- Students and a parent/carer (unless the student is classified as being independent) must attend a pre-enrolment interview with the **Student Support Coordinator (SSC)** and the prospective **Home Teacher** prior to being offered a place at ACE. The interview is used to ascertain the suitability of the College for the student. Parents are requested to provide the College with relevant information about their child's academic, learning, medical, physical, social and emotional needs. This may include previous student reports, relevant certificates and assessment grades (when available).
- 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 College's judgement of its capacity to meet the needs of the student. These decisions will be supported by as much evidence as possible and well documented.
- Students will be placed on a waitlist when the College reaches its capacity. Students will be contacted (within 2 business days) in order of admission to the waitlist when a place becomes available.

## 9. Enrolment

- The **SSC** and **Home Teacher** will discuss the suitability of the applicant and the ability of the College to meet the applicant's needs. If they feel that:
  - the applicant would derive substantial benefit from the College's educational program and
  - the College could provide any special services or facilities that the student requires and
  - existing students wouldn't be negatively impacted.

The **SSC** will recommend to the Principal that an offer of enrolment be made. The offer of enrolment is made at the discretion of the Principal and will be conditional on the Principal being satisfied as to the suitability of the applicant and ability of the College to meet the applicant's needs. The Principal may decline to enrol, or may cancel the enrolment of, a student if, in order to participate in or derive substantial benefit from the College's educational program, the student requires or would require special services or facilities

which, in all circumstances, would be unreasonable for the College to provide or if existing students are negatively impacted.

If a student is to be offered a place at the College, the student will receive an enrolment pack containing:

- *A Letter of Offer*
- *ACEF29 Enrolment Form*
- *ACEF93 Enrolment Agreement*
- *Camps Sports and Excursions Fund (CSEF) Application Form*
- *VCAA Student Personal Details form*

**Enrolment will be finalised when:**

- All paperwork (listed above) has been returned to the College. All sections must be fully completed and all required signatures must be applied.
- A copy of the student’s Child History Statement (immunisation status) is provided. *This is not mandatory requirement but is viewed as a preferred option for secondary students.*
- The following original documents are presented to the College and copied:
  - 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, previous school ID card, Key Card)
  - Medicare Card
  - Most recent school report and relevant certificates (if available)

**10. Transition**

Students commence at ACE in the **transition phase** as soon as enrolment is finalised.

<b>Creation Date:</b>	<b>Next Review:</b>	<b>Availability:</b>	<b>Actions:</b>
Version Four. Created 15/09/2022	2025 or as required due to changes in relevant Acts, Laws, or should situations arise that require earlier consideration.	<b>Web:</b> ✓ <b>K-drive:</b> ✓ <b>On request:</b> ✓	Communication to the whole College via the College newsletter in May each year.