

## Enrolment and Transition to ACE Policy and Procedure

### Purpose:

- ACE is dedicated to meeting the needs of students requiring an ‘applied learning’ focus when completing Senior Secondary qualifications. ACE Victorian Pathways Certificate (VPC) and Victorian Certificate of Education Vocational Major certificates (VCE VM) centre 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.

### 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, taking into account 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.

### 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.

### 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.).

### 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 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.

#### Scope:

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

### 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.

### 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 participate in a phone information session with Student Management Coordinator (SMC).
- Students and a parent/carer (unless a student is classified as being independent) must attend a pre-enrolment interview with Student Management Coordinator (SMC) **and** the Assistant Principal and/or relevant **Home Teachers** prior to being offered a place at ACE (or a position on the waitlist if there are no places 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.

### Enrolment Procedure:

#### Pre-enrolment

- When an enrolment enquiry is made, the enquirer will be directed to go to <https://advancecollege.vic.edu.au/> - Enrolment tab - scroll down to Enrolment Enquiry - Fill in details and send.
- When a completed Expression of Interest (EOI) form is received by ACE, the **Student Management Assistant** will add the EOI to the EOI tab in the Enrolment Register
- The **SMC** will contact the parent listed on the EOI to conduct an information session (by phone) and to establish if they wish to continue to the pre-enrolment interview stage (**or on the Waitlist if there are no available places**). If they wish to continue, the **SMC** will

schedule the pre-enrolment interview (when a place becomes available) with the **SMC**, the **Assistant Principal** and/or the relevant **Home Teachers** to ascertain suitability of the College for the student. Interviews do not take place without a parent/carer in attendance (unless the student is classified as independent). 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).

- At the Pre-Enrolment Interview, College requirements are *briefly explained* to parents/carers and students. These are located in the *ACED9 Student Handbook* and cover:
  - Advance College Values and Philosophy
  - Assessment
  - Pathway Options
  - Credit Transfer and Recognition of Prior Learning
  - Student Welfare
  - College and Parent Support
  - Student Behaviour Expectations and Student Rules and Responsibilities
  - Expectations of Parents
  - Attendance Requirements
  - Excursion Policy and Procedures
  - Student Medical Conditions and Medication
  - Anti-Bullying and Harassment
  - Digital Technologies Acceptable Use
  - Complaints Procedure
  - OH&S
  - Fees
  - Principles of Australian Democracy
  - Outline of what a 'typical' day might look like
  - Berry Street Education Model overview
  - The transition process
  - Roles of teaching and student support staff
  - Behaviour management (including zones, focus plans etc.) expectations, policies and procedures
- Students must produce a transfer/transition form signed by the Principal of their previous school (as applicable) prior to commencing

## Enrolment

- The **SMC** and the **Assistant Principal/ 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 **SMC** 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.

**Confirmation of Enrolment** – The **Principal** will inform the **SMC** of their decision regarding enrolment. If a student is to be offered a place at the College, the **SMC** will direct the **ACE Student Management Assistant** to forward 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 has been returned to the **ACE Student Management Assistant**. All sections must be fully completed and all required signatures must be applied. Paperwork will be closely checked by the **ACE Student Management Assistant**. Particular attention will be paid to the Medical Condition section. If the student, parent/carer has indicated that the student has a medical condition, relevant medical management plans must be provided to the College prior to commencement.
- 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 and copied (by the **ACE Student Management Assistant**):
  - 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)
- The **ACE Student Management Assistant** creates a hard copy file for the student, inserts all relevant documents in it and checks off related sections of the *ACEF2 Administration Record*.
- The **ACE Student Management Assistant** creates a profile for the student in *Compass* and enters their details into the *Enrolment Register*. The *Enrolment Register* must contain the following information:
  - The student's name, age and address;
  - The name and contact details of any parent or guardian of the student;
  - The date of enrolment of the student;
  - The Victorian student number allocated to the student
 Parents/guardians agree to inform the College of any changes to a student's details as soon as possible. The **ACE Student Management Assistant** will monitor this and ensure that changes are made to the **College Enrolment Register**.
- The **SMC** completes the relevant section of *ACEF20 Student Transfer Advice* and forwards it to the principal of the student's previous school for completion. **SMC** to follow up, make notes in Student Profile (*Compass*) and place original in student file when returned by previous school.
- **SMC** enters student details into VASS.
- The **ACE Student Management Assistant** copies the front page of the enrolment form and forwards to Advance Finance department for fee invoice creation. N.B. The **ACE Student Management Assistant** at each site will process fee payments through the cash register, record student's name and 'school' on the receipt and forward to the Finance Department.

## Transition to ACE:

Students commence at ACE in the **transition phase** as soon as enrolment is finalised (**refer to ACEP10 Student Engagement and Wellbeing: Transition and Pathways.**)

## Associated Documents:

*ACED9 Student Handbook*

*ACEF29 Student Enrolment Form*

*ACEF31 Student Rules and Responsibilities Agreement*

*ACEF32 Digital Technologies Acceptable Use Agreement*

*ACEF17 Financial Hardship Application*

*ACEF20 Student Transfer Advice*

*ACEF18 School Fee Payment Plan Agreement*

*ACEF2 Administration Record*

*ACEF33 EOI*

*ACEF34 Enrolment Interview*

*ACEF35 Letter of Offer*

*ACEP10 Student Engagement and Wellbeing: Transition and Pathways*

*ACEF93 Enrolment Agreement*

*ACEF1 Enrolment Checklist*

## Monitoring and Review:

This policy will be reviewed every three years, or earlier if required due to legislative, regulatory or operational changes.

The Senior Management Team are responsible for ensuring this policy is implemented and maintained.

## Approval:

<b>Policy last reviewed</b>	22 <sup>nd</sup> April 2026
<b>Consultation</b>	College Board 22 <sup>nd</sup> April 2026
<b>Approved by</b>	College Board and (Principal)
<b>Next review date</b>	21 <sup>st</sup> April 2029