

## Policy & Procedure Document

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Drafted by	J. Claringbold	Approved by Board on	11/05/2021
Responsible person	Principal	Scheduled review date	11/05/2024
Policy Area	Education		

### Title: Enrolment

#### Purpose:

To provide a framework for enrolment at Urban College (UC) and to ensure requirements for enrolling are well communicated and procedures are in place to meet legislative requirements.

#### Enrolment Philosophy:

All potential students, their parents, guardians and advocates who are contacting UC will be treated with fairness, dignity and respect when applying for enrolment at UC. They will not be discriminated against on the basis of gender, sexual orientation, race, religion, disability or financial impediment when applying for enrolment.

UC recognises the diverse backgrounds and differing needs of eligible students and seeks to accommodate this diversity. UC will ensure that eligible students with social/emotional disorders or disabilities and/or learning difficulties or any other stated barrier will be accommodated, wherever possible. Any reasonable adjustment will be made to reduce barriers, which might otherwise prevent a person from achieving progress in their education.

Enrolments at UC are accepted throughout the year.

#### Part 1 – Eligibility

As a Specialist Independent School enrolment at UC is open to young people who:

- Are of an age appropriate for Senior Secondary Education (15-20 years).
- Have experienced a period of disengagement from mainstream schooling.
- Are at risk of disengaging from mainstream schooling.
- Are unable to, or unsuited to attending their local government secondary school.
- Have not yet completed a Senior Secondary Certificate.
- Will benefit from the alternative approach to education that will be provided by UC.
- Show a commitment to engage with education, and have an ambition to continue their education pathway.

UC enrolls students with the reasonable expectation that they will be able to complete the course successfully. However, sometimes students may need special provision to successfully achieve this. Students who may be eligible include students who are adversely accepted by:

- Acute or chronic illness (physical or psychological)
- Any factors relating to personal environment
- An impairment or disability including learning disabilities

UC identifies students eligible for special provision at enrolment via the enrolment interview with the student and/or parent, through the student intake interview with the Senior Youth Worker, discussion with the previous place of learning and a formal literacy and numeracy assessment.

Student wellbeing needs are documented on the Student Wellbeing Plan which is used to inform the student's Individual Learning Plan which will detail special provision.

Note: Maximum numbers apply for most classes and waiting lists will be maintained to offer places when vacancies occur.

## **Part 2 - Referral and Application**

For enrolment at UC, a referral form must be completed as part of the application process:

- Parents/Guardians may refer the student and student's over 18 may self-refer or be referred by their home school or a support organisation, psychologist or similar.

### Application

An interview will be held with the Principal to ascertain the suitability of enrolling at UC. An adult must accompany students under the age of 18 years. The prospective student and parents or referring parties will be provided with:

- An overview of the Education Pathway available at UC.
- A tour of the physical environment of UC.
- An opportunity to meet teachers and other staff members.

Information will be provided to applicants and will include:

- An outline of the Victorian Certificate of Applied Learning (VCAL) education pathway.
- Details of any third party that will provide elements of any training, including VET or Industry components of VCAL.
- Details of student fees including the deposit required, resources and amenities cost and any other costs associated with enrolment.

## **Part 3 – Selection**

The Principal will make the final determination on the suitability of the enrolment taking into consideration:

- the prospect of positive integration and successful engagement with the educational environment at UC;
- the information provided in the referral form and the student's recorded need for a specialist education pathway;
- the student's history of disengagement and the barriers they have to attending mainstream schooling.

Enrolment decisions are not subject to appeal.

## **Part 4 - Enrolment and Completion of forms**

Applicants will be contacted to confirm that a place at UC is offered to the student. An Enrolment Form and Enrolment Agreement will be completed and signed by the applicant. An adult with legal authority must sign application and enrolment documents on behalf of the student.

The Enrolment Form will include:

1. Student name
2. Student birth date and age
3. Student address
4. Student class/level
5. Name and contact details of parent/guardian
6. Date of enrolment
7. The Victorian Student Number allocated to the Student (VSN)

Additional information will be included on the student enrolment details register, as it becomes apparent including:

1. Details of wellbeing information, medical conditions and potential barriers that may require special consideration.
2. Level of VCAL for enrolment.
3. Enrolment end date.
4. Any identified destination or pathway information.

## **Part 5 – Assessment and Induction**

### **Assessment of Learning**

Once a student's enrolment is confirmed, arrangements will be made for the Learning, Literacy and Numeracy assessment to help to determine the most appropriate level of VCAL for enrolment (Foundation, Intermediate or Senior). The assessment includes general questions regarding preferred learning styles and how learning can be assisted. This information assists in developing the student's Individual Learning Plan so teachers and support staff can respond to the student's learning needs.

### **Interview with UC Senior Youth Worker**

An interview with the UC Youth Worker will help to determine wellbeing information including the student's referral contacts/external support workers and/or medical conditions. This information will help to identify any additional needs. This information will be documented on the Student Wellbeing Plan and will help to tailor additional wellbeing support measures that may be required to assist the student's health and psychological needs whilst attending UC.

### Information for commencement

Students (& parents/guardians) will be provided with:

- A timetable
- A UC Handbook detailing:
  - Curriculum
  - Student code of conduct
  - Complaints and Appeals procedures
  - Privacy information
  - Other UC policies and information as deemed appropriate.

### **Privacy**

The UC Information Collection Statement will accompany the Referral Form, Student Wellbeing Referral Form and Enrolment Form. Parents/Guardians/Students are directed to the full UC Privacy Policy which is available on the UC website.

### **Processing of Enrolment Forms**

Completed enrolment form and associated documents are to be forwarded directly to the Business Manager.

The Business Manager will ensure:

- that all requirements for enrolment are complete;
- that documents and records are secured in accordance with privacy requirements;
- that student details are included on the student enrolment details register.

**Associated documents:**

- Privacy Policy
- Complaints and Grievance Policy
- Bullying and Harassment Policy
- Student Behaviour Management Policy
- Anaphylaxis Management Policy
- UC Information Booklet
- UC Handbook
- UC Collection Statement
- Referral Form
- Student Wellbeing Referral Form
- Enrolment Agreement
- Enrolment Form
- Medical Information Form