



Student Enrolment Policy and Procedure

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| Date: | 26.06.2020 | Date: | 26.06.2020 |
| Author: | M Gleeson | Next Review: | June 2023 |
| Administered: | CEO | Signed: | <i>M Gleeson</i> |

1 Purpose

This policy outlines the College's enrolment procedures for new enrolments, continuing enrolment and withdrawing from enrolment.

2 Scope

This policy applies to the College staff, prospective and current students and their caregivers.

3 Definitions

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| ACSF | Australian Core Skills Framework |
| AP | Assistant Principal |
| Parent/carer | Includes any person responsible for the welfare of a College student |
| CEO | Chief Executive Officer |
| Entry Assessment | Assessment of a student's numeracy and reading abilities |
| HSC | Higher School Certificate |
| Independent Student | A student who is 18 years of age or older at the time of enrolment |
| | A student who is under 18 years of age and who presents evidence that they live independently |
| RTO | Registered Training Organisation |
| the College | Hunter Trade College |

4 Responsibilities and delegations

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| Parent/carer | <p>Provide the necessary information to enable a young person in their care to enrol at the College</p> <p>Ensure that a young person in their care meets the College requirements for continuing enrolment</p> <p>Update the College on changes of caregiver or contact details including residential and email address and telephone contact number</p> <p>Complete withdrawal documentation should the young person cease to attend the College</p> |
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| Staff | <p>Follow this policy and procedures.</p> <p>The CEO delegates the responsibility for maintaining a current register of all students to designated College administration staff</p> |
| CEO | <p>Ensure that the College maintains a register of enrolments that includes for each student the:</p> <ul style="list-style-type: none"> • student's name, age and address • name and contact telephone number of parent/carer • date of enrolment, leaving date and the student's destination, • previous school or pre-enrolment situation • parent/carer details as stipulated by various government bodies • evidence of reporting to Department of Education where a student's destination is unknown, and the student had not reached 17 years of age • student characteristics to inform the Nationally Consistent Collection of Data on School Students with Disability. <p>Consider and approve applications for exemption of enrolment that meets legislative requirements.</p> |

5 Policy Statement

- a) Expressions of interest to enrol at the College are welcome at any time.
- b) Formal enrolment applications open at the start of Term 2.
- c) Students enrolling at the College for the first time will:
 - have completed Year 10 or an equivalent course of study;
 - have a record of behaviour that demonstrates the ability to meet work health and safety requirements;
 - have a desire to succeed in their studies; and
 - achieve minimum levels in entry assessment tests.
- d) The College will base its decision to offer a place to a student on:
 - the student's reports from previous schools;
 - performance in entry assessment activities and interviews;
 - the student and family holding attitudes, values and priorities that are compatible with the College's ethos;
 - the College's ability to meet the student's individual needs or capabilities.
- e) The College will meet with the prospective student and parent/carer before offering a place.
- f) The College has absolute discretion in determining the weight of each factor it considers in deciding whether to offer a place for the student.

- g) The CEO may make an exception to the enrolment criteria where the CEO is reasonably satisfied that the candidate can achieve a successful outcome and work within the College's behavioural and academic expectations.
- h) Continued enrolment depends upon the student:
 - making satisfactory academic progress,
 - attending College consistently, and
 - meeting the behavioural cornerstones.

6 Enrolment Procedures

Enrolment in Year 11 and Year 12 HSC programs is open to candidates who meet the policy requirements at 5.0 (b). Minimum levels in assessment tests are:

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| All Students | Numeracy ACSF Level 3 Reading ACSF Level 3 |
| Electrotechnology Students, Major Trade Course | Numeracy ACSF Level 3 at the upper end Reading ACSF Level 3 |

Candidates may re-sit the entry tests up to three times to achieve the required benchmark.

To apply for enrolment, candidates must:

- fill out the College's official enrolment application form, online or in hard copy,
- provide the two latest school reports from their previous school,
- provide Year 9 NAPLAN test results, where available,
- complete entry assessment tests, and
- participate in a family interview.

The College will schedule an enrolment interview after receiving the relevant documentation. The CEO, or their delegate, may offer the candidate a place at the College where the entry assessment results and interview outcomes indicate that the candidate meets College entry requirements.

The AP will check issues such as poor attendance, poor conduct or progress or a suspension /expulsion in the previous two years, with the candidate's former school. The CEO will decide whether to offer enrolment based on all the information.

If the College does not offer enrolment to a candidate, the College will contact the parent /carer (or independent student) to identify and discuss the reasons. College staff will provide advice about alternative programs.

Administration staff will file interview notes and entry assessment results in the individual candidate file. All candidate enrolment information is subject to regulatory requirements such as privacy legislation.

Student enrolment application forms are available on the College website or by contacting the College office.

7 Exemptions from Continued Enrolment

Parents and carers may apply for an exemption from continued enrolment for a student under 17 years of age using the *Application for Exemption from Enrolment at College* form. Reasons for exemption from enrolment may include.

- entering a full-time apprenticeship/traineeship contract,
- part time employment averaging 25 hours per week,
- medical illness/incapacity,
- confirmed full-time enrolment at another education institution.

Evidence supporting the application must accompany the application form. For example, a copy of the signed training plan for the apprenticeship/traineeship, statement from the employer detailing the hours of work, letter/certificate from medical professional or confirmation of enrolment at another educational institution.

The CEO may grant a certificate of exemption if the circumstances documented in the application meet the requirements of Section 25 of the *Education Act 1990*.

8 Maintenance of Continuing Enrolment requirements

Attendance

Parents/carers are responsible for ensuring that a student in their care attends College regularly.

Independent students are responsible for ensuring regular attendance.

Repeated failure to attend the College, including work placement, may result in termination of the student's enrolment.

Student Information

Parents/carers and independent students are responsible for updating address and contact details within 30 days of a change occurring. Regular reminders appear in the College newsletter.

Student Behaviour

Students must comply with the College's four cornerstones. Breaches may result in disciplinary action. The College encourages students to respond to intervention and support for managing behaviours. Continued breaches may result in termination of enrolment.

Parent/Carer Behaviour

The College reasonably expects parents/carers to recognise and respect the policies, procedures and rules which govern day to day operations. Expectations include:

- supporting the College in relation to disciplinary matters and not do anything to undermine the College's authority,
- respond to College communication about the student and participate in discussions and meetings in relation to student behaviour and progress,
- refraining from any aggressive, rude or abusive behaviour or language, bullying or intimidation. The College has a duty of care to protect its staff and will not tolerate parent/carers behaviour that threatens the safety or welfare of its staff or students,
- directing complaints to the CEO or AP,
- communicate verbally and in writing with College community members respectfully,
- avoid involving the College in any parental disputes.

If a parent fails to follow these behavioural expectations after receiving a warning about a breach, the College may:

- limit access to a teacher or teachers,
- limit access to the College premises or College events, or
- terminate the student's enrolment.

Student Withdrawal

Parents/carers and independent students are responsible for notifying the College of intention to withdraw from enrolment at the College. See College Attendance Policy and Procedures.

9 Reference Documents

- *Education Act 1990*
- *Registered and Accredited Individual Non-Government Schools Manual*
- Enrolment Application Form
- Application for Exemption from Enrolment at College
- Certificate of Exemption from Enrolment at College

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