

Enrolment

Policy Scope

This policy relates to ACC Southlands Ltd.

Policy

ACC welcomes students who want to be a part of a Christian learning community and who are able to support the ethos of the school and the school's policies and procedures.

On enrolment, ACC requires parents/guardians to acknowledge that they will adhere to the terms and conditions specified in the enrolment contract.

The purpose of this policy is to document:

1. how the school helps parents and students to learn about the school
2. the process for enrolment for on-campus students
3. the process for enrolment for distance education students
4. the process the school follows in adherence to the *Disability Standards for Education 2005 Act*.
5. the process for leaving the school.

Definitions

1. **Enrolment Contract** - The Enrolment Contract is located in the Enrolment Application which is publically available on the [school website](#).
2. **Ethos of the School** - ACC is a Christian School. A description of what this means is publically available on the [school website](#).
3. **Policies & Procedures of the School** - The policies and procedures of the school are located on the [school website](#). There are additional policies and procedures for distance education students and they are also located on the [school website](#).
4. For additional definitions relating to Students with Disability, refer to [The Enrolment Procedure for Students With Disabilities](#).

Interested parents & students can learn about the school by:

1. Visiting the school's website located at: <http://southlands.acc.edu.au>
2. Watching the videos that the school has created
3. Reviewing the information provided on school fees
4. Speaking to the Enrolments Officer on the phone
5. Visiting the school as a part of school event especially for prospective parents and students
6. Meeting with the Principal
7. Visiting the school's facebook page

The Enrolment Procedure for On-Campus Students

If the application for enrolment is regarding a student with disabilities, refer to the section below

- [The Enrolment Procedure for Students With Disabilities](#).

1. Parents who wish to apply for enrolment may complete the [Enrolment Enquiry Form](#) on the school website or contact the school office via the phone or in person.
2. The Enrolments Officer will contact the interested parent to organise a time for an interview with the Principal.
3. Prior to the interview, parents must complete an Enrolment Application and provide this information to the school.
4. The purpose of the interview is to provide an opportunity for the Principal to learn about the needs of the student and for the parent to learn about what the school provides. Parents and students may also wish to tour the school with the Enrolments Officer at the conclusion of the interview.
5. For the application to proceed, the parent must indicate their intention to apply for enrolment by:
 - a. Notifying the school
 - b. Completing the fee payment form
 - c. Agreeing to the terms and conditions in the enrolment contract
6. The enrolment application will be reviewed by the Principal.
7. The enrolment application outcome can be:
 - a. Approved
 - b. Approved for the waiting list
 - c. Approved with Reasonable Adjustments
 - d. Denied
8. The school will inform the parent of the outcome via a letter.

The Enrolment Procedure for Distance Education Students

1. The application will come from the website. The application is automatically emailed to Principal, DE Coordinator, Enrolment Officer (EO) and Principal PA.
2. The Enrolment Officer (EO) then downloads the application and all the supporting documentation and takes it to DE Coordinator after having started completing the Enrolment Checklist. (see attachment 1)
 - a. Where the Online Enrolment Application is incomplete or documents are missing, the EO follows up with parent(s) to collect the required information.
 - b. For funding purposes the key documents required are either a citizenship certificate or full birth certificate and medicare copy. No further processes can take place if either of these are not submitted.
 - c. If a citizenship certificate or full birth certificate and medicare copy has been received the EO proceeds to meet with DE Coordinator as per point 3 below.
3. DE Coordinator fills out the rest of the Enrolment Checklist while meeting with EO. If the need arises we bring in our Learning Support Coordinator for advice.
4. DE Coordinator then brings the Enrolment Checklist to Principal for approval.
 - a. Enrolment Checklist returns to EO to finalise any collection of documents if needed.
 - b. This date is the Admission date and student is recorded in Census Upload.
5. A letter for Offer of Enrolment which includes the Fee Payment Form is sent to them with any other requirements included e.g. (See attachment 2a)
6. The student is transferred from the Admissions Module to the Student Module in QuickSchools.
7. Once the signed Fee Payment Form (FPF) has been received the student is ready for enrolment.
8. EO confirms receipt of FPF of new student to DE Coordinator and LSC for ACER testing. *(This is the point in the process at which the student is now enrolled in the school)*
9. *LSC (Learning Support Coordinator) to set ACER Testing and communicates directly with families concerned.*
10. Once the ACER Tests are completed LSC speaks with DE Coordinator to discuss year levels DE Coordinator. *After induction DE Coordinator notifies EO and PA the student's year level of instruction to update Quickschools and Schoology.*
11. Transfer Documents are sent to the previous educational institution

The Enrolment Procedure for Students With Disabilities

Definitions

The purpose of this procedure is to ensure that students with disabilities at the school are able to participate in the learning program on the same basis as students without disabilities.

The school defines 'on the same basis' as follows:

1. 'On the same basis' means that a student with disability should have access to the same opportunities and choices in their education that are available to a student without disability.
2. 'On the same basis' means that students with disability are entitled to rigorous, relevant and engaging learning opportunities drawn from the curriculum and set in age-equivalent learning contexts.
3. 'On the same basis' does not mean that every student has the same experience but that they are entitled to equitable opportunities and choices to access age-equivalent content from all learning areas of the curriculum.
4. 'On the same basis' means that while all students will access age-equivalent content, the way in which they access it and the focus of their learning may vary according to their individual learning needs, strengths, goals and interests.

A 'student with disability' means:

1. total or partial loss of the person's bodily or mental functions; or
2. total or partial loss of a part of the body; or
3. the presence in the body of organisms causing disease or illness; or
4. the presence in the body of organisms capable of causing disease or illness; or
5. the malfunction, malformation or disfigurement of a part of the person's body; or
6. a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
7. a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour;

A 'reasonable adjustment' is:

An 'adjustment' is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

What kind of advice would be required by the school to assist in the ability to determine a reasonable adjustment?

1. previous school or preschool reports, noting current achievements and areas of need
2. psychologist's report documenting functional skills and recommended strategies for working with the student
3. speech pathologist's report documenting receptive and expressive language skills and any recommendations for programs or technology in the classroom
4. occupational and physiotherapy reports documenting self help skills and mobility, including assistive technology reports recommending equipment and access audits regarding access to premises
5. medical specialist reports identifying issues which need to be considered by the school

6. vision and hearing reports documenting level of functioning and recommended strategies

The Enrolment Procedure for Student(s) with Disability

1. Parents who wish to apply for enrolment may complete the [Enrolment Enquiry Form](#) on the school website or contact the school office via the phone or in person.
2. The Enrolments Officer will contact the interested parent to organise a time for an interview with the Principal or their delegate.
3. Prior to the interview, parents must complete an Enrolment Application and provide this information to the school.
4. The purpose of the interview is to provide an opportunity for the Principal to learn about the needs of the student with disability and for the parent to learn about what the school provides.
 - a. The parent(s) will provide a background to the student with disability including (where applicable) strategies that have been used to provide a reasonable adjustment.
 - b. If the Principal and the parent(s) decide that a reasonable adjust can be made with no further investigation, the Principal will note the discussion and reasonable adjustment will be included in the enrolment application outcome letter if the parents decide to indicate their intention to enrol and there is a place available for the student.
 - c. The Principal can decide that there is a need for a follow up meeting so that the following can occur:
 - i. The parent may be required to seek professional advice on the nature of reasonable adjustments in the context of the school.
 - ii. The Principal may consult with members of the executive team to discuss possible reasonable adjustments that could be made.
5. The purpose of the follow-up meeting is to allow for further discussion about the reasonable adjustments that need to be made for the student with disability.
 - a. The meeting will be documented and the Principal will attend with at least one other member of staff.
 - b. The parent(s) will provide information requested by the school to assist in the discussion.
6. For the application to proceed, the parent must indicate their intention to apply for enrolment by:
 - a. Notifying the school
 - b. Completing the fee payment form
 - c. Agreeing to the terms and conditions in the enrolment contract
 - d. Identifying the needs of the student(s) with disability and engaging with the school through the process of determining a reasonable adjustment
7. The enrolment application will be reviewed by the Principal.
8. Prior to the outcome, the Principal will contact the parent(s) to discuss the outcome and to ask if they have anything further to add prior to the enrolment application outcome.
9. The enrolment application outcome can be:
 - a. Approved
 - b. Approved for the waiting list
 - c. Approved with Reasonable Adjustments

- d. Denied due to unreasonable hardship
10. The school will inform the parent of the outcome via a letter.

Appeals Process

If the parent(s) is not satisfied with the the outcome of the enrolment application, they are able to appeal via the Complaints Policy.

What if I would like to leave the school?

1. In the enrolment contract, parent(s) are required to provide six term weeks notice to the school if they intend to leave. The terms and conditions for this are listed in the contract.
2. Parent(s) must provide the next school destination of students who are under the age of seventeen.
3. Failure to do so will result in the following:
 - a. A Department of Education officer with home school liaison responsibilities will be notified of the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, and an indication of possible destination.

Documentation

1. Enrolment Application Forms (Online & PDF) available on the school website
2. School Fee Payment Form available on the school website

Policy Review

On change of legislation or at the discretion of the School Board of ACC Southlands Ltd.

Policy Version

4.0