



## **Enrolment Policy & Procedure**

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# ETASC Enrolment Policy & Procedure

## Rationale

ET Australia's Secondary College (ETASC) is a special assistance school for secondary age school students engaged in the NESA curriculum from Year 7 to Year 12.

Most students enrolled in ETASC will have social, emotional or behavioural difficulties and have experienced difficulties at other schools.

Students and Parents/Carers must agree to and sign the ETASC Enrolment Contract as a condition of enrolment.

Students must have a genuine desire to work within the ETASC goals, aims, and objectives and be committed to following the policy and procedures.

Enrolment into ETASC therefore expresses a commitment by parents/carers and students to fully support school policies, practices and activities.

Where the interests of a student or parent/carer cannot be met within the school, an alternative education facility will be suggested to help meet the family's needs.

In accepting an offer of enrolment, parents/carers agree to pay all school fees and charges by the due date. If genuine financial need exists, parent/carer contact with the Principal is required.

At all times the Principal may enrol a student where it is in the interests of that family, regardless of all other factors.

## Purpose

The purpose of this policy is to provide guidance on the appropriate procedures for student enrolments in accordance with legal and school requirements and expectations.

## Implementation

### Procedure for Application

ETASC has an open and continuous enrolment process where students can enrol at any time during the school year depending on vacancies, class numbers and other administrative factors. The Principal, Deputy Principal, and Assistant Principal manage this process at their discretion. Parents/Carers and students in Year 7 to Year 10 may apply for enrolment at any time.

Current ETASC students who wish to transition from Year 10 to Year 11 and Year 12 are required to re-apply for a place in Year 11. The Principal and Deputy Principal will review all applications and consider a student's suitability and academic performance to ensure they are able to successfully navigate the HSC.

Rolling enrolments will be considered for Year 11 providing the applicant can provide evidence of a previous pattern of study to ensure they will meet the courses requirements to achieve the HSC. Students wishing to enrol in Year 12 must do so before the 30th of June and provide evidence from their previous school showing a pattern of study consistent with that required to achieve the HSC.

A comprehensive application form needs to be completed. The school administration staff will assist parents/carers to complete this if necessary.

Parents/carers are required to provide copies of the student's identification documents, previous school reports, custody/carership information and other relevant information as is applicable. Photocopying will be completed by the school if required.

The Deputy Principal or Assistant Principal shall contact the student's previous place of education to determine the child's needs, risk assessment and family background if required.

### **Interview Process:**

Every prospective student will attend an interview. Interviews will commence mid-year for places in the following year.

At interview, the school's Code of Conduct and Discipline Policy is explained to the student and parent/carer who are asked to sign the Enrolment Contract that includes the Expected Behaviour and Consequences document.

Parents/carers will be notified of the outcome of the enrolment application as soon as possible following the interview. When a delay in an answer is likely, an approximated timeline will be explained to the parent.

The School Principal determines the size of the classes, mindful of the educational (and other) needs of the students.

In exceptional circumstances, the Principal may vary the above priorities to suit particular local circumstances prevailing at the time.

## Enrolment Requirements

All new students are required to pay the \$100 enrolment fee and return a completed enrolment form before they can attend their first day at the school. This information is checked and entered into Compass by the School Administration Officers or delegate to ensure all of the required information has been provided along with supporting documentation. If the enrolment form is incomplete, it is returned to the parents/carers for completion.

## Additional Information

## References

ETASC Enrolment Policy			
<i>Version Number</i>	<i>Purpose / Change</i>	<i>Author</i>	<i>Date</i>
0.1	Policy reviewed and updated with new version control policy.	Jessica Pitscheider	30 July 2021
1.0	Reviewed / Approved – Current Document	Tony Mylan	
1.0 APPROVED BY:	Tony Mylan		1 November 2021
1.1	Update Assistant Principal to Deputy Principal. Update Student Management System to Compass	Carlee McCredie	28 February 2023
2.0 APPROVED BY:	Tony Mylan		6 <sup>th</sup> March 2023