

ALLEGRA SCHOOL COFFS HARBOUR ENROLMENT POLICY

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ENROLMENT POLICY

1. Preamble

Allegra School Coffs Harbour supports the duty of a Parent/Guardian or Caregiver to enrol a child of compulsory School age at a School. Enrolling in Allegra School Coffs Harbour is a choice each Student makes because they have a desire to make a difference to their future. Every Student has the opportunity to make choices about their role as a Student at Allegra School Coffs Harbour.

Allegra School Coffs Harbour provides young people who are unable to find success in traditional educational models, the opportunity to learn, grow and achieve success in a smaller, more supportive, environment.

1.1 Scope

This policy relates to the Principal, Staff, Parents/Guardians or Caregivers and Students, to ensure they know the requirements of enrolling in Allegra School Coffs Harbour.

2. Policy

A child is of compulsory School age when the child is of or above the age of 6 years and below the minimum School leaving age of 17 years of age. The Education Act 1990 requires that Parents ensure their children of compulsory School age are enrolled at and regularly attend School. Our School provides secondary education for Students in Years 9-10 covering Stage 5 of the New South Wales Education Standards Authority Curriculum.

The selection criterion for Student enrolment at Allegra School Coffs Harbour focuses on;

- Learning difficulties/disabilities
- Behavioural difficulties/disabilities
- Social Disadvantage
- Age
- Academic Achievement
- Financial Disadvantage
- ESL / ATSI
- Isolation

Our School cannot cater to Students who are functionally illiterate or who require intensive behaviour or health support. We may offer suggestions for such other facilities should the need arise.

The School makes reasonable adjustments to ensure that all prospective Students with disabilities have the right to enrol on the same basis as prospective Students without disabilities.

A Student is enrolled when an application to enrol is certified as accepted by the Principal and/or delegate and the Student is placed on the enrolment register.

3. Processes and Procedures

The Principal and/or delegate will select Students for enrolment at Allegra School Coffs Harbour through an application and interview process. All applications will be assessed by a panel that may be comprised of Executive, Teaching and Student Support Staff.

3.1 Applications

An application for Enrolment form is available for collection at the office or downloadable via our website. Applications for Enrolment may be made throughout the year and should be submitted to the Administration Officer.

Students must provide a copy of the following when submitting an application for enrolment:

- Birth Certificate or passport
- Medicare Card
- Stage 4 and most current School Reports
- Medical History
- Immunisation History

Further supporting evidence may also be requested, such as:

- Diagnostic evidence e.g. a letter from a General Practitioner, specialist or Psychologist
- Letter from treating Medical Provider e.g. disability/current diagnosis
- Allergy Action Plan
- Assessment/Support details

The School will also send a request to relevant parties for:

- Request for Student Background Information
- Risk Assessment Information

3.2 Interviews

Acceptance into the School is dependent on Student presentation at interview and demonstration of the ability to work within the policies and philosophy of our School. The interview will be conducted by a panel which may comprise of Executive, Teaching and Support Staff.

The interview will cover:

- Relevant health history
- Behavioural incidents and triggers
- Support and peer networks
- Previous academic achievement
- Attendance
- School expectations
- Student motivation

An interview is not a guarantee of enrolment with our School.

We may also meet with the Parent/Guardian or Caregiver of the Student as well as a designated support person, such as a youth worker or social worker, before offering a place.

3.3 Acceptance

Allegra School Coffs Harbour will base any decision about enrolment of a Student on:

- The Student's attitudes, values and priorities that are compatible with School's ethos
- The contribution that the Student may make to the School
- The Student's academic history and reports from previous Schools, including Stage 4
- Level of behaviour support required
- The ability of the School to meet the special needs or abilities of the Student

The School will also consider:

- Health, safety and other risks arising from the Student's past behaviour
- Any disclosed wellbeing needs of the Student
- Any adjustments for Students with a disability
- Any history of unsatisfactory attendance
- Any disclosed health needs including whether or not the Student has previously required an emergency response
- Any disclosed learning needs and other special circumstances (such as whether the Student was bullied at a previous School).

For those Students entering at Year 10 and seeking to achieve the RoSA, evidence from previous Schools of academic achievement and School attendance is Mandatory.

The School may need to make additional enquiries where a Student's enrolment background is unclear or when records are unavailable.

The School has absolute discretion in determining the weight of each of the factors it takes into account in determining whether to enrol the Student.

Prior to an acceptance of enrolment, the Principal and/or delegate may arrange to obtain relevant Student information, oversee risk assessments, and develop risk management plans for prospective Students with special needs, including Students with a disability, or with safety, health or wellbeing concerns.

Successful candidates for enrolment will be notified by phone by the Principal and/or delegate and a Letter of Offer will be issued.

3.4 Declined Applications

Not all applications for enrolment at Allegra School Coffs Harbour will be successful. Unsuccessful candidates will be notified by the Principal and/or delegate by phone and their application stored for a minimum period of five (5) years before archiving.

Appeals against a declined application may be made to the Principal and/or delegate who will determine if a second interview will be offered to the Student.

Students who have had their application declined, may choose to reapply at another time, such as in a new academic year, and have the right to have their application assessed.

4. Continued Enrolment

Allegra School Coffs Harbour will not tolerate violence or bullying of any kind, misbehaviour or disruptive behaviour of the Students. We offer case management to all Students who are enrolled in our School however we are not in a position to manage Students who cannot operate within our adult learning environment.

Continued enrolment at the School is dependent upon the Student making satisfactory academic progress, attending consistently, and the Student and the Parent/carer(s) observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.

The Principal may exercise the Minister's delegation under Section 25 of the Education Act in relation to granting and cancelling a certificate of exemption from being enrolled and attending School in certain prescribed circumstances.

5. Register of Enrolment and Attendance

The register of enrolments and the register of daily attendance is maintained in electronic form using the Sentral database platform in a form approved by the Minister.

The register of enrolments includes the following information for each Student:

- Name, age and address
- The name and contact information of Parents/Guardians
- Date of enrolment and, where appropriate, the date of leaving the School and the Student's destination
- Previous School/pre-enrolment situation
- Evidence of notification to the Department of Education of Students below seventeen years of age whose destination is unknown.

The register of daily attendance, using the common code approved by the Minister, includes the following information for each Student:

- Daily attendance
- Absences
- Reason for Absence
- Documentation to substantiate the reason for absence.

The Register of Attendance will be retained for a minimum period of seven years after the last entry was made. Copies of the information in the Register of Attendance are stored online, backed up daily and stored off-site at regular intervals by an Administration Officer ("Administration").

The register of enrolment will be retained for a minimum period of five (5) years before archiving. Copies of the information in the register of enrolment are stored online, backed up daily and stored off-site at regular intervals

An audit of the use of the Ministerial Codes and enrolment information entered into Sentral will be conducted, at minimum, annually by the Principal and/or delegate.

5.1 Immunization and Exemptions (Health)

The Principal and/or delegate is required to record each Student's immunization status in a register and retain copies of approved immunization certificates for a period of three years after the Student has ceased to attend the School.

The Principal/and or delegate will notify the Public Health unit if an enrolled Student has a vaccine preventable disease, or if they reasonably believe that an unimmunized enrolled Student has come into contact with someone who has a vaccine preventable disease.

The Principal may grant exemptions due to the child being prevented from attending School because of a Principal's direction under the Public Health Act 2010. (Note that in the case of an outbreak of a vaccine-preventable disease, the School is required to advise an unvaccinated student not to attend until advised to do so. The Parent is not required to complete an application for exemption)

6. Responsibilities

The process of application, acceptance and maintenance of Student enrolment is the responsibility of Parents/Guardian and/or Caregivers and all School Staff. The primary responsibilities include:

6.1 Parent

- Have the duty of enrolling their child at School
- When required by the school, provide accurate information and documentation necessary to allow the School to establish a child's entitlement to enroll and to implement any risk assessments or management plans at the School.

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6.2 Principal and/or delegate

- Accept or decline applications for enrolment in accordance with this policy's procedure
- Maintain an enrolment register containing accurate enrolment data
- Ensure enrolment records are maintained and stored within the Student's file
- Arrange to obtain relevant Student information, oversee risk assessments, and develop risk management plans for prospective Students with special needs, including Students with a disability, or with safety, health or wellbeing concerns.
- Take reasonable steps to ensure that a Student with a disability can apply for enrolment on the same basis as a Student without a disability.
- Inform Parents and community members about the School's procedures for enrolment.
- Determine appeals to applications for enrolment using the principles of procedural fairness
- Share information relevant to Student and School safety with other principals when transfer of information is requested in order to enroll a child in another School.
- Have delegated authority to grant exemptions from enrolment for Students who have completed Year 9 and been approved to undertake a full-time apprenticeship or traineeship under *section 25 of the Education Act 1990*.
- Communicate all relevant and applicable enrolment information to Teaching Staff.

6.3 Teaching and Student Support Staff

- Ensure that they have read and understood the School policies and procedures, including those pertaining to Student enrolment and attendance

- May be nominated to participate on enrolment panels
- Participate in Student Welfare Meetings and Staff Meetings
- Actively support a Student to meet the requirements of Student Attendance Improvement Plans
- Ensure that they have access to attendance enrolment records on Sentral
- Action any relevant Medical Alerts on Sentral within their teaching and learning programs

Further, the Principal and/or delegate is responsible for the maintenance of the processing of data for enrolments for Students on the NSW Education Standards Authority Schools Online website. This may include, but is not limited to:

- Adding Student Enrolments
- Transferring Student Enrolment
- Entry of Student Courses
- Nominating RoSA School Leavers
- NAPLAN Student Registration, including disability adjustments
- Minimum Standards Registration, including disability adjustments
- Entry of grades
- Entry of Non-completion of course requirements

Administration is responsible for the data entry of all enrolments into Sentral and the maintenance of the register. Copies of applications, enrolment contracts and notifications of Students leaving the School are stored in the Student's files.

Related Policies

Attendance and Exemption
Student Behaviour
Student Code of Conduct

Registered and Accredited Individual Non-government Schools (NSW) Manual Reference No

3.8 Attendance

Review of Policy

Policy to be reviewed one year from date of effect or earlier if required

Version History

Version	Approved By	Approval Date	Date of Effect	Sections Modified
Original	Board	21 Jan 2020	22 Jan 2020	Change of Name; minor edits; general review
V1	Board	18 Feb 2020	19 Feb 2020	Change of formatting; additional procedure; responsibilities