

ENROLMENT POLICY

PURPOSE

Indie School is committed to ensuring that students are enrolled in the school in a manner that is fair and transparent.

The school is committed to maintaining accurate records that comply with the school's legal obligations in relation to school enrolment.

The enrolment policy sets out the principles and framework governing the basis on which students are admitted to the school. The policy, together with the policy implementation documents listed in this policy, should be read and understood by parents and those responsible for implementing the policy.

PRINCIPLES

The school is committed to ensuring students are admitted to the school in a manner that is fair, transparent and non-discriminatory.

The school will publish clear criteria as the basis on which admissions are made.

The school keeps and retains accurate records of school enrolments that comply with its commonwealth and state legal and regulatory requirements.

AIMS OF THE POLICY

1. To ensure admission to the school is fair, transparent and non-discriminatory.
2. To explain clearly the basis on which offers of admission are made.
3. To comply with the requirements of Education and Training Reform Act 2006 (Vic.) and other relevant legislation.

LEGAL AND REGULATORY BASIS FOR COMPLIANCE

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- Equal Opportunity Act (Vic.) 2010
- Disability Discrimination Act 1992 (Cth.)
- Disability Standards for Education 2005 (Cth.)
- Australian Education Act 2013 (Cth.)
- Australian Education Regulation 2013 (Cth.).

KEY DEFINITIONS

1. The **enrolment register** is a permanent record of the students admitted to the school. The school is required to implement processes and procedures to ensure that the register is up to date. The enrolment register determines those students for whom attendance must be registered and monitored.
2. A school that is oversubscribed in one or more age groups may choose to maintain a **waiting list**. The principles of fairness and transparency that apply throughout the enrolment policy also apply to the procedures relating to the management of the waiting list.
3. Children of **compulsory school age** (six years and up to the age of seventeen years) resident in Victoria are required to be in full-time attendance at school or be in registered home schooling. Non-government schools have no legal restriction in relation to a **minimum age** or a **maximum age** at the point of enrolment.
4. Within the meaning of the Equal Opportunity Act (Vic.) and the Disability Discrimination Act 1992 (Cth.), schools are not permitted to **discriminate** on the grounds of disability. The legislation permits an exception to be made in relation to sex, race, religious belief, age or age group:
 - Schools, amongst other organisations, have a **positive duty** to take reasonable and proportionate measures to eliminate discrimination.
 - When enrolling a student with a disability, schools are required to consider what **reasonable adjustments** need to be made to the learning environment or to the delivery of learning to assist that student.
5. Schools are advised to require **proof of age and enrolment name** for each enrolment. Such documentation could be in the form of a birth certificate or passport.
6. Under the Australian Education Act 2013 (Cth.) schools are required to collect **Student Background Characteristics Data** as part of the school enrolment process and report the data to the VCAA or other testing agent when requested.
7. The **Annual Report to the School Community** must include a report on the characteristics of students at the school.
8. The Australian Education Regulation 2013 (Cth.) (s.37) requires student enrolment records to be **retained** for 7 years after end of school year in which the last entry was made. Student enrolment records may be **audited** by either state or commonwealth authorities in order for the authorities to monitor payments made on the basis of student numbers or on the basis of the enrolment of particular categories of students.
9. Records of enrolment are required for annual data returns to the Australian Government for the Australian Government Census of Non-Government Schools under Australian Education Regulation 2013 (Cth.) (s.77). They are also required for annual data returns to the Victorian Government for the Victorian Census under the Victorian Government Funding Agreement for Non-Government Schools.

10. Legislative privacy requirements govern how **personal, sensitive and health** information must be collected, used, disclosed and stored as part of the enrolment process. A **privacy notice** must be provided with the enrolment form explaining to parents and students why this information is being collected, what it is used for, where it might be disclosed and how they can access information held about them.
11. Schools are required to request and record the immunisation status, called the **Child History Statement**. Schools should request this information for secondary enrolments.
12. Schools are required to request and record the visa status when enrolling a **student on a visa**, that is any student who holds, or is a dependent of a person who holds, a permanent, bridging or temporary visa.
 - Schools are also required to request and record the visa status when enrolling **overseas students** (formerly known as full fee paying overseas students (FFPOS)) who are those who hold a visa that is specifically related to studying in Australia, or a bridging visa attached to a substantive visa with those provisions.
 - Non-government schools cannot enrol overseas students travelling on a student visa subclass 500 (formerly 570 or 571) unless the school is registered on the **Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)**.
13. **Exchange students** enter Australia on a student visa, for which reciprocity must be maintained. The student is enrolled as a student within the school. In order to run student exchange programs, schools must be registered as a **student exchange organisation (SEO)** with the VRQA or use an SEO that has been registered with the VRQA.

Students attending the school on a cultural visit enter Australia on a tourist visa, are visitors to the school and are not enrolled students.

SCOPE

The application of the policy is relevant to the governing board, the principal, to school staff and parents.

ROLES AND RESPONSIBILITIES

1. The principal is responsible for ensuring the implementation of the enrolment policy is fair, transparent and non-discriminatory.
2. The principal is responsible for ensuring an enrolment register [and waiting list] is accurately maintained.
3. The principal is responsible for ensuring this policy is implemented in accordance with commonwealth and state privacy legislation.

4. The principal is responsible for:
 - a. ensuring that procedures are implemented so that parents are guided through the enrolment process from enquiry to admissions
 - b. ensuring that procedures are in place to record the basis on which a child does or does not fulfil the admissions criteria together with the school's decision to offer a place or not
 - c. ensuring that procedures are in place for the management, storage and retrieval of enrolment data:
 - i. proof of the child's identity, specifically date of birth and enrolment name
 - ii. immunisation status
5. The principal is responsible for ensuring that the school reports data relating to the characteristics of students at the school to the school community at least once a year.

LINKS TO OTHER POLICIES

- Attendance Policy
- Complaints Policy

COMMUNICATION OF THE POLICY

The school provides its enrolment policy by application to the school office.

The school publishes for parents the procedures by which a student is admitted to the school on its website and by application to the school office.

APPENDIX A: Admissions Criteria

The school reserves the right to not accept an enrolment in to the school if:

1. **Admission Criteria to not accept enrolment applied by the Indie school**
 - 1.1 Safety:
 - a. the student or associated family have a history of violence towards students or staff members