

# 601-4 ECG College Enrolment Policy and Procedure



## **Purpose**

1. ECG College (ECG) is committed to ensuring that students are enrolled in the school in a manner that is fair and transparent. ECG will ensure comprehensive and accurate information is provided to parents/carers/guardians (to be referred to as parents for this policy and procedure) as they enter into an enrolment agreement or contract with the school.
2. The school is committed to maintaining accurate records that comply with the school's legal obligations in relation to school enrolment.
3. This enrolment policy and procedure sets out the principles and framework governing the basis on which students are admitted to the school. The policy, together with the supporting enrolment documents are to be read and understood by parents and those responsible for completing the enrolment procedures.

## **Principles**

4. ECG is committed to ensuring students are provided with an enrolment process that is fair, transparent and non-discriminatory.
5. ECG provides a comprehensive Enrolment Agreement that provides information about the enrolment process including information about the school, the school's service provision and the school's expectations of parental and student behaviour, so that parents are in a position to make informed choices when entering into an enrolment agreement or contract.
6. ECG keeps and retains accurate records of all school enrolments that comply with its commonwealth and state legal and regulatory requirements.

## **Aims of the policy**

7. To ensure admission to the school is clearly explained, fair, transparent and non-discriminatory.
8. To specify the information that parents must have when entering an enrolment agreement or contract.
9. To comply with the requirements of Education and Training Reform Act 2006 (Vic.) and other relevant legislation.
10. To comply with the requirements of Australian Consumer Law.

## **Policy**

11. ECG will make publicly available a copy of the enrolment agreement which is the contract for services between the school and the parent(s) and which the school and all parents must enter into when enrolling their child/dependent in the school.
12. The enrolment agreement is a legally binding contract that specifies the arrangements whereby the parent purchases specified services in relation to the student in return for the payment of fees. In essence, the enrolment agreement is the legal contract for services between the school and the parent.
13. The terms and conditions contained within the contract set out the rights and responsibilities of each party to the contract.

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14. The enrolment agreement includes:
  - a) codes of conduct for students and parents which set out expectations of behaviour and engagement
  - b) detailed information about fees including additional charges, how fees are collected, how fee levels are changed, processes for managing the non-payment of fees, etc.
  - c) educational services provided
  - d) the grounds on which the agreement may be terminated.
15. ECG maintains a permanent record of every student enrolled in the school in the student management system. The school is required to ensure the records are up to date and attendance of each student is monitored twice daily.
16. ECG will maintain a waiting list of potential students where the individual campus is at maximum capacity. The waiting list will be managed with fairness and transparency.
17. ECG takes students from 15 years of age to 22 years of age. Older students may be enrolled dependent on Principal approval.
18. ECG adheres to the Equal Opportunity Act (Vic.) and the Disability Discrimination Act 1992 (Cth.), and will 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:
  - a) ECG has a positive duty to take reasonable and proportionate measures to eliminate discrimination.
  - b) When enrolling a student with a disability, ECG is required to consider what reasonable adjustments need to be made to the learning environment or to the delivery of learning to assist that student.
19. ECG requires proof of age and enrolment name for each student. This could be in the form of a birth certificate or passport.
20. Under the Australian Education Act 2013 (Cth.) ECG is 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.
21. ECG publishes an Annual Report that includes the characteristics of students at the school and is available to the public.
22. ECG will retain student enrolment records for seven years after end of school year in which the last entry was made. The records will be made available for auditing purposes by either state or commonwealth authorities.
23. Records of enrolment are required for annual data returns for the Australian Government non-government schools and the Victorian school census under Australian Education Regulation 2013.
24. ECG adheres to Legislative privacy requirements for personal, sensitive and health information collected, used, disclosed and stored as part of the enrolment process. The privacy notice is located in the enrolment form explaining 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. ECG provides the link to CCG/ECG's Information Privacy Policy and how it can be accessed.
25. ECG is 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.
26. ECG cannot enrol overseas students travelling on a student visa subclass 500 (formerly 570 or 571).
27. The principal retains the discretion to make a final decision on the student's admission to ECG College.

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### Communication of the policy

28. ECG publishes the enrolment policy and procedure, the enrolment agreement and supporting documents on the website and by application to the school administration.

### Scope

29. This policy and procedure applies to all ECG school staff, parents and students.

### Roles and responsibilities

30. The Executive Principal and Principal are responsible for authorising the enrolment policy and procedure, the enrolment agreement and supporting enrolment documentation.
31. The Principal is responsible for ensuring the implementation of the enrolment policy is fair, transparent and non-discriminatory.
32. The Principal is responsible for ensuring enrolment agreements are publicly available and that they are administered and recorded accurately.
33. The Principal and administration team are responsible for ensuring the enrolments in Compass and the waiting list is accurately maintained.
34. The Principal is responsible for ensuring this policy and procedure is implemented in accordance with commonwealth and state privacy legislation.
35. The Principal or Lead Teacher 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. visa status.

### Procedure

#### Pre-enrolment Interview

36. ECG College requires all prospective students to attend a pre-enrolment interview with the Principal or Lead Teacher before enrolment may occur. Prospective students under 18 years of age are required to have their parent/carer/guardian attend the interview.
37. During the interview the prospective students and parent/carer/guardian will have a walkthrough the campus to review the facilities and are provided with the enrolment pack documentation and the Student and Parent Handbook.

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38. The Student and Parent Handbook contains information on:
- General Information
  - Child Safety at ECG College
  - Weblinks to Policies and Procedures
  - Student Rights and Responsibilities and Behaviour Management
  - Complaints and Appeals
  - Equity Commitment
  - Occupational Health and Safety
  - Privacy
  - Medical information
  - On and offsite activities
  - Student supervision
  - Leaving the campus in college hours
  - Student Attendance
  - Campus facility maps
  - Policies and procedures
  - Emergency management maps
39. Students will complete a comprehensive review of their current educational levels as well as completing an online language, literacy and numeracy assessment program to ensure the student is placed in the appropriate class level specific to their needs.
40. Where a student declares they have been diagnosed with Anaphylaxis or other emergency medical condition that requires medication, will be provided with the supporting policy and procedures eg: Anaphylaxis Policy and Procedures prior to enrolment. All parties must review the school's processes for managing and supporting the student and their condition. The student must provide their Medical Action plan and provide their own medication.
41. Students who have identified as having special needs or mental health conditions will be provided with internal and external student support services to assist with learning engagement and personal behaviour management strategies.

### Enrolment

42. The Principal or Lead Teacher are responsible for interviewing prospect students/parents for enrolment.
43. Students and parent/carer/guardians for under-age students are to complete all enrolment documentation forms provided in full at the commencement of each enrolment period before the student can be enrolled.
44. The enrolment fee and refund information is provided in detail in the enrolment agreement.

### Records

45. All original documents submitted as part of the enrolment process will be maintained on the student file in hard copy and uploaded into the SMS in soft copy.
46. All student enrolment documentation submitted is checked by the Student Records Enrolment Officer to ensure it is current.
47. Students/Parents/Carers/Guardians are informed of their requirements to ensure their details and information provided to ECG College is current and accurate at the time of enrolment and in the ECG College Student and Parent Handbook.

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### Relationships

**External:** Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic), Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Occupational Health and Safety Act 2004 (Vic), Charter of Human Rights and Responsibilities Act 2006 (Vic), Crimes Amendment (Bullying) Act 2011 (Vic), Disability Act 2006 (Vic), Disability Regulations 2007, Information Privacy Act 2000 (Vic), Health Records Act 2001 (Vic), Racial and Religious Tolerance Act 2001 (Vic), Disability Discrimination Act 1992 (Com), Disability Services Standards (DEWR) 2007 (Com), Racial Discrimination Act 1975 (Com), Human Rights and Equal Opportunity Commission Act 1986 (Com), Privacy Act 1988 (Com), Student Identifiers Act 2014. Education Training and Reform Act 2006, Ministerial Order 55 – Asthma Management, Ministerial Order 706 - Anaphylaxis Management in Victorian Schools, Department of Education and Training Anaphylactic Guidelines, VRQA Minimum Standards for Schools, Information Privacy Act 2000, VRQA Vet Provider Guidelines, Contract Skills First Program, AQTF 2010 Standards, 2015 Standards for Training Organisations, VRQA Guidelines to the Minimum Standards and Requirements for Schools, Australian Education Regulation 2013 (Cth.).

**Internal:**

601-4A	ECG College Enrolment Form and supporting documentation
601-4M	ECG College Enrolment Agreement
601-4N	ECG College Parent Code of Conduct
601-4O	ECG College Enrolment Form for Returning Students
601-3A	VET DSS Enrolment form
680	ECG College Student and Parent Handbook
304	Student welfare, care and safety
102	Records management Policy and Procedure

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