

601-4 ECG Secondary College Enrolment Policy and Procedure

1. ECG Secondary College (ECG) is committed to ensuring that students are enrolled in the College in a manner that is fair and transparent.
2. 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 College.
3. The College is committed to maintaining accurate records that comply with the college's legal obligations in relation to college enrolment.

Purpose

4. To set out the principles and framework governing the basis on which students are enrolled in the College. The policy, together with the supporting enrolment procedure are to be read and understood by parents and those responsible for completing the enrolment procedures.
5. To ensure that students are enrolled in the College in a manner that is fair and transparent.
6. To outline ECG's commitment to maintaining accurate records that comply with the College's legal obligations in relation to college enrolment.

Principles

7. ECG is committed to ensuring students are provided with an enrolment process that is fair, transparent and non-discriminatory.
8. ECG provides a comprehensive Student and Parent Handbook (and Virtual Campus Student and Parent Handbook) as well as an Enrolment Agreement that provides information about the enrolment process including information about the College, the College's service provision and the College's expectations of parental and student behaviour, so that parents can make informed choices when entering into an enrolment agreement or contract.
9. ECG keeps and retains accurate records of all college enrolments that comply with its commonwealth and state legal and regulatory requirements.

Policy

10. ECG have an online enrolment agreement which is the contract for services between the College and the parent(s) and which the college and all parents must enter when enrolling their child/dependent in the College.
11. 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 College and the parent.
12. The terms and conditions contained within the enrolment agreement set out the rights and responsibilities of each party to the enrolment agreement.
13. The enrolment agreement includes:
 - a. codes of conduct for students and parents which set out expectations of behaviour, engagement, roles and responsibilities

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- 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.
14. ECG maintains a permanent record of every student enrolled in the College in the student management system. The College is required to ensure the records are up to date and attendance of each student is monitored twice daily.
15. 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.
16. ECG enrolls students from Year 9 to 10 as well as Victorian Pathways Certificate and VCE Vocational Major. Students may be enrolled with ECG up to the age of 20.
17. ECG adheres to the Equal Opportunity Act (Vic.) and the Disability Discrimination Act 1992 (Cth.) and will not 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.
18. ECG requires proof of age and enrolment name for each student. This could be in the form of a birth certificate or passport.
19. Under the Australian Education Act 2013 (Cth.) ECG is required to collect Student Background Characteristics Data as part of the college enrolment process and report the data to the VCAA or other testing agent when requested.
20. ECG publishes an Annual Report that includes the characteristics of students at the College and is available to the public.
21. ECG will retain student enrolment records Permanently at the 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.
22. Records of enrolment are required for annual data returns for the Australian Government nongovernment schools and the Victorian school census under Australian Education Regulation 2013.
23. 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 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.
24. 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.
25. ECG cannot enrol overseas students travelling on a student visa subclass 500 (formerly 570 or 571).

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26. The principal retains the discretion to make a final decision on the student's admission to ECG College.

Communication of the policy

27. ECG publishes the enrolment policy and procedure on the College website.

Scope

28. This policy and procedure apply to all ECG college staff, parents and students, all ECG campuses including the virtual campus.

Roles and responsibilities

29. The Executive Principal/CEO and Principal are responsible for authorising the enrolment policy and procedure, the enrolment agreement and supporting enrolment documentation.
30. The principal is responsible for ensuring the implementation of the enrolment policy is fair, transparent and non-discriminatory.
31. The principal is responsible for ensuring enrolment agreements are publicly available and that they are administered and recorded accurately.
32. The principal and administration team are responsible for ensuring the enrolments in Compass and the waiting list are accurately maintained.
33. The principal is responsible for ensuring this policy and procedure is implemented in accordance with commonwealth and state privacy legislation.
34. The College Principal and/or Campus Principal is responsible for:
- ensuring that procedures are implemented so that parents are guided through the enrolment process from enquiry to admissions.
 - 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 college's decision to offer a place or not
 - ensuring that procedures are in place for the management, storage and retrieval of enrolment data:
 - proof of the child's identity, specifically date of birth and enrolment name
 - visa status.

Procedure

Enquiry

35. An enquiry can be made through the ECG Website Enrolment enquiry — ECG Secondary College. An ECG Staff member will endeavour to call the contact registered with the enquiry within 24-48 hours depending on staff availability.
36. The Student and Parent Handbook (and Virtual Campus Student and Parent Handbook) is available on the College website for potential student/parent to read and review and contains information on but not limited to:
- General Information
 - Child Safety at ECG Secondary College

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- 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
- Emergency management maps.

Tour and Informal Interview (Discussion)

37. A Tour and Discussion are required but may be held in any order dependent on the student's circumstances.
38. The interested student and a parent/carer/guardian are required to attend an ECG Tour. A tour can be booked through the ECG Website for the individual proposed campus. The tour is an opportunity to be taken around the prospective campus, classrooms and facilities. Topics covered during the tour include:
 - Basic outline of the Year 9/10 (if available at campus), VPC/VM curriculum
 - Introduction to how project-based learning is incorporated into our curriculum.
 - The basic day in the life of an ECG Student
 - General discussion about our inclusive culture and expectations of students.
39. The tour is an opportunity to see if EGC is potentially the right fit for the student and answer any initial questions the attendees may have.
 - At the end of the tour the attendees will be advised of the process of how to book an appointment for an informal interview (discussion) and that at the discussion, the student will be required to complete an online Language Literacy and Numeracy (LLN) quiz. A link is sent to the primary contact to book in a discussion with the prospective campus lead teacher/principal.
40. Each student must be accompanied by a parent/guardian/caregiver who is over the age of 18 at the discussion.
41. The discussion may be held with the Campus Principal and a member of the College wellbeing team or both parties if it deemed necessary due to the complexity of the potential enrolment. In the case that a student is attending an interview for the 2nd time based on a prior non enrolment offer, both campus principal and college principal (or delegate) will be in the interview.
42. During the discussion the attendees will be asked a series of questions to help ascertain if ECG will be able to offer the best support for the student and if the student aligns with the ECG culture/ethos. These questions are a series of set questions that are asked at every discussion. This information is also used to establish which classroom environment may be the best for

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them. This is based on interests, personality, and preferred learning styles. If enrolment is accepted the answers to these questions will be made available to the student's teacher to enable them to understand the student and their needs prior to their first day at ECG. (Any content deemed highly sensitive will be stored within confidential wellbeing documentation).

43. At the end of the discussion the student will be asked to complete a Learning Literacy Numeracy (LLN) online Quiz. A laptop will be provided for the students to complete the LLN. The purpose of the LLN is to determine the student's Australian Qualifications Framework (AQF) achievement level in Learning, Literacy, and Numeracy, and to assess whether they are prepared to engage in a senior secondary learning environment. Initial assessment helps us to identify strengths and weaknesses and what modifications may be required to assist students to access learning at this level. Students are advised that there is no pass or fail mark when completing this quiz, however, results of this quiz do come into consideration alongside the interview process with regards to enrolment.
44. The Campus Principal/Principal will deem if an enrolment will be offered. The primary contact will be notified of this decision within 48 hours (depending on staff availability and any complexities regarding the potential enrolment). If enrolment is not offered, the principal will review and sign off on this decision as well as the reasons will be given as to why this is the case and if the student may be offered the opportunity to apply again in 6 or 12 months. If a verbal offer of enrolment is given to the student/primary contact a link for enrolment application will be sent via email that is required to be completed before a formal offer can be given to the student.

Enrolment application

45. ECG Student Enrolment Applications are completed through an online program "Digistorm". The following items are required to be uploaded to enable completion of the enrolment application:
 - Birth Certificate
 - Medicare Card
 - Health Care Card/Pension Card if applicable
 - Medical Plan if required which may include the following types of plans:
 - Asthma Plan
 - Anaphylaxis Plan
 - Diabetes Plan
 - Epilepsy Plan
 - Mental Health plans if applicable
 - Visa Status if applicable.
46. Where a student declares they have been diagnosed with Anaphylaxis or other emergency medical condition that requires medication, all parties must review the college's processes for managing and supporting the student and their condition. The student must provide their Medical Action plan (before commencement) and provide their own medication.
47. Students who have identified as having special needs or mental health conditions will be referred to our internal student wellbeing support services to assist with learning engagement and personal behaviour management strategies.

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Offer Sent

48. Upon receipt of completed enrolment application, an administration staff member will review the enrolment application to ensure all required fields/attachments are complete. A formal offer of enrolment will be sent to the primary contact via Digistorm. Parents are required to accept this offer.

Documentation required from previous School

49. Upon enrolment being offered to ECG, contact will be made with the applicant's previous school, and the following information is requested to be provided to ECG:

- Previous Individual Learning Plans/MIPS plan
- History (chronicle notes)
- Most Recent School Reports
- Educational Assessments
- Data on Suspensions/ Expulsions/Attendance and Engagement
- Confirmation of completed exit form, being received by applicants' previous school.

Conflict of Interest/Issue or Concern

50. If at any stage there may be a conflict of interest or potential issue/concern with the enrolment, the Campus Principal may either refer/include the College Principal in the enrolment process. The College Principal may also defer to the Executive Principal/CEO if believes it is warranted regarding the enrolment and its outcome.

Appeal Process

51. At any stage that a potential student/parent/care giver/guardian wishes to appeal the enrolment outcome or has an issue/complaint, they can raise these concerns with the College Principal as the first point of contact. This appeal/complaint may escalate through the complaints process to include the Executive Principal/CEO. Any decision made by the Executive Principal/CEO is final and complete.

Enrolment Criteria taken into Consideration:

52. ECG's main objective is to enable students to have the opportunity towards a successful pathway. The enrolment process allows ECG to ascertain if enrolment is advantageous for the potential student. Some of the criteria taken into consideration at the time of enrolment include but are not limited to:

- Will the student assimilate into the culture/ethos of ECG
- Is ECG able to offer opportunities for a successful pathway for the student
- Can the student meet and abide by the ECG Student Code of Conduct which can be found in the Student/Parent Handbook, ensuring the safety of the potential student and current ECG Students
- Are there any potential conflicts with existing members of the college community and how ECG will manage them.
- Does the student wish to actively engage in their education at ECG i.e. attendance, engagement in class
- Motivation to change negative patterns

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- Does ECG have the resources/skills to assist in the success of the student e.g. wellbeing staff, LSO staff
- Demonstrated history of disengagement and absenteeism (school refusal / school can't) as a pre-requisite for consideration to be enrolled in the ECG Virtual Campus
- Commitment of Parent/care giver to ensure appropriate supervision of their child in the Virtual Learning Environment
- Residing within a catchment area or neighbouring catchment to ECG Campuses or within the geographic areas of Wellington Shire through to Greater Dandenong for Virtual Campus students.

53. **ECG is an independent specialist assistance school** — we provide an alternative pathway for students who are or at risk of disengaging from education. Our College population includes a high number of students who present with mental health concerns, neuro diversity, gender diversity and trauma presentations. Our students are provided with wellbeing support and educational modifications to support them in obtaining their Year 9/10 Completion or Victorian Pathways Certificate or VCE (VM) -Vocational Major.

Note: ECG is not a college specialising in students with severe behaviour. Many of our students are highly vulnerable and we adhere to a strict code of conduct. Incoming students need to demonstrate that they are willing to work within these parameters.

Records

54. All original documents submitted as part of the enrolment process will be uploaded into the SMS in soft copy.
55. All student enrolment documentation submitted is checked by a College Administration Team member.
56. 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 and ECG Virtual Campus Student and Parent Handbook.

Relationships

- 680 ECG College Student and Parent Handbook
- 681 Virtual Campus Student and Parent Handbook
- 133 Student Wellbeing and engagement Policy
- 102 Records Management Policy and Procedure

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