

Enrolment Policy

“The School’s policies and procedures which are made from time to time are made pursuant to the requirements set out in section 47 of the [Education Act 1990 No 8 \(NSW\)](#) and of the NSW Education Standards Authority (NESA) requirements for registration of the school.”

1. PURPOSE

To guide staff in the selection of students for enrolment at Nautilus Senior College (school), acknowledging that the aim of the school is to assist young people to reconnect with education and complete their schooling.

2. SCOPE

This policy and associated procedures applies to school staff, students and parents involved in the process of enrolling new students.

3. DEFINITIONS

NESA	The NSW Education Standards Authority (NESA)
School	Nautilus Senior College
Sentral	A computerised database used at the school as an information management system.

4. REFERENCES

Section 47 of the [Education Act 1990 No 8 \(NSW\)](#)

5. POLICY

I. Application and Selection

- The school primarily seeks to support students suffering from social or financial disadvantage, medical, psychological or emotional challenges or who have become

disconnected from mainstream education. Students may be facing mental health challenges, homelessness, dysfunctional families, substance abuse issues, interface with Department of Juvenile Justice, early parenthood, neglect, living independently in refuges or have recently settled in Australia as part of the humanitarian resettlement / refugee program.

The selection criterion for the school focuses on eight key areas;

- Learning difficulties/disabilities
 - Behavioural difficulties/disabilities
 - Social Disadvantage
 - Age
 - Academic achievement
 - Financial Disadvantage
 - ESL/ ATSI
 - Isolation
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- The school cannot cater for students who are functionally illiterate in English or who require intensive behaviour or health support. Access to a Counsellor is available to all students who are enrolled in the school, but the school is not in a position to manage students who cannot operate within the adult learning environment.
 - All students who apply to attend the school will be required to attend an interview as part of the application process. If practicable a Parent / Guardian / Caregiver/Case Worker is required to attend to learn about the school and contribute to the information shared. Candidates 18 years or over may be able to attend an interview alone. Candidates under 18 must be accompanied by a responsible adult.
 - Applicants are expected to make a full disclosure of relevant details at interview and if a Student is accepted and undisclosed information relevant to the acceptance decision becomes available, then the Student's enrolment may be reviewed at the discretion of the Principal.
 - A student's acceptance into the school is dependent on their presentation at interview, the documentation they provide and their demonstrated ability to work within the policies and philosophy of the school.
 - All applicants must provide proof of age and evidence of Australian citizenship or permanent resident status or 200 (Refugee) Visa or (Global Humanitarian) 202 class visa. Photocopies of the supporting documents are placed in the student files.

II. Enrolment

- Students enrolled at the school may be required to undergo Literacy and Numeracy assessment or other cognitive testing, if the teaching staff deems it necessary. This assessment may be conducted prior to enrolment or post- enrolment at the discretion of the relevant teaching staff.

- Except in exceptional circumstances, (e.g. Refugee status) prospective students are required to provide evidence of prior learning and a copy of the most recent school report from the last school they studied at. If necessary, the school will contact the past school to confirm details of the prospective student’s enrolment and reasons for leaving or to obtain a copy of the report. Where required, further contact may be made with other relevant organisations before a student’s enrolment application is accepted.
- Students entering Year 10 enrolment must demonstrate that they had significant participation in year nine studies, or complete school designed form or that they are suitable for year 10 enrolments as determined by the Principal.

III. Acceptance

- Successful applicants will receive a letter confirming their enrolment.
- Copies of all supporting documents, credentials provided by the student are kept in the student’s file on central.

IV. Withdrawal of application

- The school recognises the commitment they ask of their students will not suit everyone’s needs and respects the right of any candidate to withdraw their application for inclusion.
- If a candidate makes the choice to withdraw their application for enrolment this does not mean they cannot apply again at a later date.
- Should a student terminate their enrolment at the school, following a period of attendance, the school will consider a request to re-enrol, at the discretion of the Principal.

V. Termination of Enrolment

Details regarding termination of enrolment are outlined in a separate policy “Withdrawal of Enrolment”.

Refer to Attachment A: “Enrolment, Registration and Orientation Procedure” for detailed requirements.

Responsibility	
<p>Selection and acceptance decision. The student will be invited with their parents and the Head Teacher to an initial interview. After the interview with all parties an official letter or offer will be presented or further discussions organised.</p>	Principal or delegate

6. VERIFICATION

Internal Audit

Attachment A: “Enrolment, Registration and Orientation Procedure”

1. PURPOSE

This procedure supports the Enrolment policy and outlines the requirements of information to be included in the enrolment and orientation process following a student’s acceptance into the school.

2. SCOPE

This procedure applies to school staff, Students and Families enrolling at the school.

3. PROCEDURE

I. Enrolment

Once students have progressed through the application process and have been successful in said process all successful applicants will receive an acceptance letter (or verbal confirmation with parent/guardian at the conclusion of the interview) and enrolment pack which contains:

- Enrolment Form requesting information such as Contact information, Address, Previous school information and Medical information.
- Code of conduct for Nautilus Senior College
- Permission to attend offsite trips form
- Swimming Ability Questionnaire
- Permission to purchase food offsite form

Activity	Responsibility
Received Enrolment forms are processed in Sentral. The enrolment information presented to Administration staff will be checked to ensure that all critical information has been completed. All required documentation needs to be collected to ensure the student can start. An official start date will be discussed.	Administration Officer
Individual Learning Plan This is to be done in partnership with Staff, Students, Parents and other qualified professionals as employed or contracted by the college. Discussion around the ILP will be provided with all families and permissions collected. The ILP information is collected and collated onto Sentral.	Wellbeing Team and Principal (or delegate)
Request Outstanding documentation Any missing documentation and including vaccination information or medical/mental health diagnoses are to be requested and collected to partner with the developed ILP. This information is to be added in student’s paper files and Sentral.	Administration Officer
End of Term Student File audit All files are to be checked over and ensure all information is still present. For students that are leaving the appropriate steps are to be taken in filing their information.	Administration and Principal (or delegate)

II. Orientation

Orientation is considered extremely important for both the school and the newly enrolled students. It is an opportunity for students to ensure all documentation relating to their application and enrolment have been finalised so that they may receive all the initial support they require. It is however, an equally important opportunity for all students and their parents/guardians/caregivers to have the opportunity to read, discuss and agree to the terms, conditions and expectations of enrolment.

The goal of the orientation process is for the student, his/her parent/guardian/caregiver are aware of their rights and responsibilities and the schools expectations regarding maintaining enrolment with specific reference to:

- Discipline policies and procedures
- Attendance policies and procedures
- Curriculum and assessment policies and procedures
- Student welfare policies and procedures

All are available for the student and his/her parent to read in full as part of the Student Handbook.

Activity	Responsibility
Orientation This process is conducted upon initial interviews and meetings with parents/guardians. They are to be shown around the premises and introduced to the teaching staff.	Principal or delegate
Discuss Student Handbook This is to be discussed with Students and their families in the initial stages of enrolment. This is to be verbally presented and all students will be provided with a copy of the Student Handbook (hard copy or via email) to take home.	Principal or delegate
Ongoing presentation of Handbook contents If any issues arise or confusion continues about the expectations of students then further discussions around the Handbook will continue.	Any member of teaching staff as applicable

III. Student Files – Information collected

For successful applicants, all data and information gathered at application, interview and orientation will be compiled into a register of enrolment also known as a student's individual file. This file will be maintained by the Principal (or delegate) and will be added to throughout a student's enrolment with the school. The enrolment register (student file) will be a full record of a student's time within school and will contain information including (but not limited to) as per table below.

Section	Additional Details
Personal Details	Name age address DOB (including proof of ID either through birth certificate or photo ID)
Parent/ Guardian contact details	if applicant is aged under 18 at time of application
Current Living Arrangements	-
Emergency Contact details separate to the parent/guardian	-
Referral Details	if relevant
Assessment/Support details	Including any reports from psychologist, psychiatrists, and counsellors
Medication	if relevant
Demographic Information	ATSI/ Indigenous, Disability etc
Previous Education Details	reports from previous schools &/or Principal's demonstrating completion of Stage 4 mandatory requirements commencement of Stage 5 (with particular reference to year 9) courses
Other training or employment information	
Copies of Diagnosis/reports and related care plans/medical release letter/s	
Results	Copies of student achievements and reports
Correspondence	Copies of any/all correspondence with the student's family
Discipline	Copies of any/all disciplinary actions and outcomes
Enrolment Dates	Date of enrolment Date enrolment is ended + students destination if known

6. VERIFICATION

Internal Audit