

Enrolment and Withdrawal of Enrolment Policy

Policy Number: SAS002

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Version	1.1
Policy Name	Enrolment and Withdrawal of Enrolment Policy
Registered Entity	Nautilus Senior College
Compliance Standards	ACEQA: NESA: Discipline (B9), Enrolment & Attendance (B7.1) VET:
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Approved By / Date	CEO under delegation / 25/3/2024
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Related Policies	SAS001 Attendance & Absence Policy and Procedures SAS017 Student Discipline & Procedural Fairness
Related Documents	Nautilus Senior College Enrolment Application RoSA Eligibility Checklist

Nautilus Senior College'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 (NSW) and of the NSW Education Standards Authority (NESA) requirements for registration of NSC.

1. PURPOSE

- 1.1. Nautilus Senior College (the **College**), comprising of Nautilus College & Yulinbal Campus endeavours to provide an inclusive learning environment to meet the needs of young people who have disconnected from mainstream education. The College seeks to support and encourage students to maintain their enrolment and to complete their secondary education.
- 1.2. The College will subscribe to a withdrawal approach in relation to a student's discipline rather than expulsion or exclusion.

2. SCOPE

- 2.1. This policy applies to College staff, both current and prospective students and parents involved in the process of enrolling new students.
- 2.2. With respect to the withdrawal of enrolment of students, this policy applies to all College staff including Co-Principals, Coordinators, Teaching, Wellbeing and Administration Staff and students.

Version:	1.0	1.1				
Effective Date:	31072023	25.03.2024				

3. ENROLMENT

3.1. Application and Selection

- 3.1.1. The College 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 NSC focuses on eight key areas;
- Learning difficulties/ disabilities
 - Behavioural difficulties/ disabilities
 - Social disadvantage
 - Age
 - Academic achievement
 - Financial disadvantage
 - ESL/ATSI
 - Isolation
- 3.1.2. The College is unable to cater for students who are functionally illiterate in English or who require intensive behavioural or medical support.
- 3.1.3. Access to the College Wellbeing Team, is available to all students who are enrolled. The composition of the Wellbeing team is unique at each campus. The wellbeing team generally includes a representation from the following: School Psychologist, Wellbeing Case Manager / Mental Health Nurse and Student Support Coordinator. The Wellbeing team is responsible for overseeing the holistic targeted intervention and support for all students. Oversight for all wellbeing interventions will be provided by the College Psychologists in consultation with the Wellbeing team through targeted, planned and measured interventions discussed and monitored regularly at weekly wellbeing meetings.
- 3.1.4. All students who apply to attend the College will be required to attend one or more interviews as part of the application process.
- 3.1.5. Social Emotional Learning (SEL) diagnostic testing is an integral part of the enrolment process at the college and may also occur throughout a student's enrolment period.
- 3.1.6. If practicable, a Parent/ Guardian/ Caregiver/ Case Worker is required to attend the interview to learn about the College and contribute to the information shared regarding the prospective student.
- 3.1.7. All prospective students under the age of 18 must be accompanied by a responsible adult.
- 3.1.8. Prospective students over the age of 18 or over may be able to attend an interview alone.
- 3.1.9. All prospective students are required to make a full disclosure of relevant details at interview.
- 3.1.10. If the prospective student fails to disclose relevant information, and is accepted, the student's enrolment may be reviewed should the previously undisclosed information become available.
- 3.1.11. The acceptance of a prospective student into the College is dependent on their presentation at interview, documentation they provide and their demonstrated ability to work within the policies and philosophy of the College.
- 3.1.12. All applicants must provide proof of age and evidence of Australian citizenship or permanent resident status or an appropriate visa. Photocopies of the supporting documentation will be kept on the student's digital file.

Version:	1.0	1.1				
Effective Date:	31072023	25.03.2024				

3.1.13. Any decision with respect to the enrolment of the prospective student is at the discretion of the respective Co-Principal.

3.2. Enrolment

- 3.2.1. Students enrolled at the College may be required to undergo a Literacy or Numeracy assessment or other cognitive testing, if deemed necessary by the relevant Co-Principal (or their delegate). This assessment may be conducted prior or post enrolment.
- 3.2.2. Excepting exceptional circumstances prospective students are required to provide evidence of prior learning and a copy of the most recent school report from the most recent school they studied at.
- 3.2.3. As part of the enrolment application process the College will contact the previous school to confirm details of the prospective student's enrolment, or their reasons for leaving, or to obtain a copy of the report and other relevant student background information.
- 3.2.4. Where required, further contact may be made with other relevant organisations before a student's enrolment application is accepted.
- 3.2.5. Students entering Year 10 enrolment must demonstrate that they have had significant participation in Year 9 studies and / or have an acceptable level of understanding of key Year 9 outcomes.
- 3.2.6. The Co-Principal can request additional information and / or testing to confirm suitability for Year 10 enrolment and entering in the Record of School Achievement (RoSA).

3.3. Acceptance

- 3.3.1. Successful applicants will receive verbal confirmation and a letter confirming their enrolment.
- 3.3.2. Copies of all supporting documents, credentials provided by the student are kept in the student's digital file on SharePoint/Sentral.

3.4. Orientation

- 3.4.1. Orientation is considered extremely important for both the College and the newly enrolled students.
- 3.4.2. 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.
- 3.4.3. The goal of the orientation process is for the student, his/her parent/guardian/caregiver are aware of their rights and responsibilities and the Colleges' expectations regarding maintaining enrolment with specific reference to:
 - Attendance policies and procedures
 - Curriculum and assessment policies and procedures
 - Student welfare policies and procedures
 - Discipline policies and procedures.

Version:	1.0	1.1				
Effective Date:	31072023	25.03.2024				

4. WITHDRAWAL OF ENROLMENT

4.1. Withdrawal of enrolment application

- 4.1.1. The College 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 enrolment.
- 4.1.2. If a candidate makes the choice to withdraw their application for enrolment this does not mean they cannot apply again later.

4.2. Parent / Carer or Student initiated enrolment withdrawal

- 4.2.1. Whether through a discipline process or not, students have the right to initiate a withdrawal from the college at any time, in the knowledge that they may re-apply after three (3) months or earlier at the discretion of the relevant Co-Principal.
- 4.2.2. For students under 17 years at time of withdrawal, the college is required to notify the Department of Education (attendance@det.nsw.edu.au) of the withdrawal when details of a student's new educational destination are not confirmed.

4.3. College initiated enrolment withdrawal

- 4.3.1. Once accepted and attending the College a student's enrolment may be withdrawn by the College in the following circumstances;
 - The student exhibits violent, threatening, aggressive or abusive behaviour or damages college property or acts in a manner that is offensive or could reasonably be expected to damage college property or be harmful to staff or students.
 - A student consistently behaves in a way that obstructs the learning or jeopardises the wellbeing of other students. This may include bullying, misbehaviour in class, refusing to follow reasonable instructions from college staff, refusal to conform to college expectations
 - A student persistently acts in a manner that is contrary to the Student Code of Conduct (SAS010)
 - A student has a high rate of absenteeism and does not provide documentation or supporting evidence from a parent/ carer/ guardian/ health professional/ Juvenile Justice or Youth Worker etc. to justify the absences
 - The relevant Co-Principal, in consultation with college staff considers that it is no longer in the interests of the student or college community for the enrolment to be continued. This may occur in situations where the college is unable to meet the learning, social or health care needs of the student or other circumstances
- 4.3.2. The process for withdrawal of enrolment will vary depending on circumstances.
- 4.3.3. The final decision on college-initiated withdrawal of enrolment is made by the relevant Co-Principal and CEO (for matters other than discontinued attendance (see 4.5)) after stakeholder consultation. Refer to Student Discipline and Procedural Fairness Policy (SAS017) for additional detail.
- 4.3.4. In the event of summary withdrawal of enrolment, the college will contact the student's parent or guardian (if applicable) or the student and notify them by telephone or in person that the student should not return to the college. This notification will be confirmed by mail.

Version:	1.0	1.1				
Effective Date:	31072023	25.03.2024				

- 4.3.5. Where a student has discontinued attendance, the college will send a letter expressing a preliminary intention to withdraw enrolment within 14 days unless due cause can be shown as to why the enrolment should be maintained. Should the college receive no response or an inadequate response after 14 days, then the withdrawal of enrolment should be maintained.
- 4.3.6. Where a student is under 17 years, the college will either oversee transfer to an alternative educational provider or contact the Department of Education to notify them of the student’s withdrawal of enrolment. The college will notify the Department of Education (attendance@det.nsw.edu.au) of the withdrawal of enrolment as required.

5. Definitions

NESA	The New South Wales Education Standards Authority
Sentral	A computerised database used at NSC as an information management system.
RoSA	Record of School Achievement

6. Version History

Version No	Prepared By	Date prepared	Approved By	Approval Date	Summary of Amendments
1.0	Integroe Partners	July 2023	V.Byrnes	31/7/23	Amalgamation of Enrolment and Withdrawal of Enrolment policies
1.1	SAS	22.3.2024	V Byrnes	25/3/2024	Formatting and terminology corrections minor refinements to procedural aspects

<i>Version:</i>	1.0	1.1					
<i>Effective Date:</i>	31072023	25.03.2024					

APPENDIX A: Enrolment Procedure

Enrolment, Registration and Orientation

1. Enrolment Enquiry

- 1.1. All enquiries regarding enrolment at the College are received by the relevant school Administration Officers.
- 1.2. The School Administration Officer will provide basic information, issues an enrolment pack, and schedule an interview (or site tour) for the student and if applicable, responsible adult with the relevant Co-Principal or delegate.
- 1.3. The Administration Officer records basic details of the enquiry in SharePoint/Sentral.
- 1.4. Referral to the Co-Principal (or delegate) as required for initial enquiries and interview scheduling.

2. Interview

- 2.1. The Co-Principal's are responsible for interviewing all prospective students and, where applicable, the responsible adult attending with the student. This may be conducted individually or together. There may be one or more interviews conducted. The interview is to address the following areas:
 - 2.1.1. Documentation requirements including School reports / NAPLAN results /School work examples / medical reports and counsellor reports.
 - 2.1.2. Individual Learning Plan (**ILP**) development process.
 - 2.1.3. The Student Code of Conduct is discussed, and applicant is advised that by signing the enrolment application they acknowledge and accept the student Code of Conduct.
 - 2.1.4. When an interview is conducted prior to an enrolment pack being issued, the Co-Principal may elect to support completion of the enrolment form/s during the interview or issue the pack for completion and subsequent return. In this instance a second interview may be required.
 - 2.1.5. When an interview is conducted after an enrolment pack has been issued all forms should be collected and reviewed as part of the interview, discussing any further documents that are still required.
 - 2.1.6. Social Emotional Learning (SEL) diagnostic testing is an integral part of the enrolment process at the college and may also occur throughout a student's enrolment period.
- 2.2. The Co-Principal will commence the RoSA Entry Eligibility Checklist as part of the interview process for students entering Year 10 or mid-year enrolments for Year 9 students.
- 2.3. An orientation tour of the school may occur as part of the interview process by the Co-Principal or delegate.

3. Acceptance and Selection

- 3.1. The Co-Principal will make an informed decision regarding acceptance of an enrolment application at the completion of the interview process.
- 3.2. For successful applications a letter of acceptance (or verbal confirmation) will be issued by the relevant Co-Principal.
- 3.3. For unsuccessful applications the relevant Co-Principal will either verbally advise the applicant and parents or issue an unsuccessful letter that provides reasons for the decision.
- 3.4. Completed enrolment forms / documentation and application outcome are to be provided to the relevant School Administration officer for processing in Sentral enrolments.

Version:	1.0	1.1				
Effective Date:	31072023	25.03.2024				

3.5. Relevant Co-Principal (or delegate) will inform teaching staff of new enrolments on approval, providing basic information regarding student and agreed commencement date.

4. Enrolment Registration- Prior to Commencement

- 4.1. School administration officers enter enrolment application details into Sentral on receipt of and checking completed enrolment application forms and application outcome from the relevant Co-Principal.
- 4.2. School administration officers should initiate follow up with Student / Parents for any missing information / documentation.
- 4.3. If application is still subject to final approval, it is entered into Sentral as “Enrolment-Pending”.
- 4.4. For approved enrolments status in Sentral is “Enrolled-Active” with applicable start date entered. School administration officers is to ensure all fields within the Sentral enrolment module are entered. Consultation with the Co-Principal to confirm start date if required.
- 4.5. School administration officers to provide a copy (either hard copy or electronic copy) of the student handbook to the student/parents upon acceptance of enrolment in addition to confirming student’s commencement date.
- 4.6. College Wellbeing Team reviews information contained in the enrolment application and commences development of ILP.

5. Orientation (First Fortnight of attendance)

- 5.1. The Co-Principal (or delegate) is to arrange a tour of the school and introductions to the teaching staff / support staff on a student’s first day if this has not occurred during the interview / selection process.
- 5.2. The Co-Principal (or delegate) is to arrange student introductions during the first day of attendance.
- 5.3. The Co-Principal (or delegate) is to ensure student has received and reviewed the Student Handbook and facilitates any discussions required throughout the first week of school.
- 5.4. College Wellbeing Team in consultation with teaching staff finalises the ILP during the first fortnight of attendance through student discussions / parent discussions / teacher discussions / external agencies consultations. All ILP’s are maintained within the Wellbeing module of Sentral.
- 5.5. The Co-Principal (or delegate) will facilitate completion of standardised or diagnostic testing as identified during the enrolment process. Results to be incorporated into ILP being prepared by Wellbeing Officer / Teaching staff.
- 5.6. School Administration officers ensures all outstanding information / enrolment documentation is obtained during the first week. Escalation to the Co-Principal should occur if there are outstanding requirements at the conclusion of the first week of attendance.
- 5.7. Co-Principal or Delegate to finalise the RoSA Entry Eligibility Checklist.

6. Enrolment Review

- 6.1. The Co-Principal (or delegate) is to facilitate a review during the student’s initial term of attendance
- 6.2. This review should include Wellbeing, Student, Teachers, and Parents/Carers to discuss and document how the student is settling in, highlight positives, identify any areas of concern.
- 6.3. These discussions should be documented and saved in Sentral (Wellbeing module).

Version:	1.0	1.1				
Effective Date:	31072023	25.03.2024				

7. ILP Review

- 7.1. Wellbeing Team in consultation with the Teaching and Learning Coordinator is to ensure ILP is reviewed at six monthly interviews. This is completed in consultation with the Co-Principal and teaching staff.
- 7.2. Updated ILP information is loaded into Sentral Wellbeing Module.

8. Student's files – Information Collected

- 8.1. For successful applicants, all data and information gathered at application, interview and orientation will be compiled as a student's individual digital file, within Sentral.
- 8.2. The student file will be added to throughout a student's enrolment at the school.
- 8.3. The student file will be a full record of a student's time within school Upon completion of a student's enrolment at the college, the student digital file is to be closed and all details regarding their enrolment (e.g.: attendance, letters, reports; enrolment paperwork) are retained within Sentral as a former student.

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