

This policy is to advise and guide the Principal whose responsibility it is to implement policy with appropriate procedures - See Enrolment Procedures and Enrolment Agreement

Rossbourne takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all Child Safety Standards as specified in Ministerial Order No. 870 (2015)

Policy Statement

Under the Education and Training Reform Act 2006, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted.

For all schools, VRQA evidence requirement from 1 July 2019 is for:

- a publicly available **enrolment agreement** with parents or guardians which covers: codes of conduct for students and parents; fees; educational services provided; and the grounds on which the agreement may be terminated.

This enrolment policy sets out the principles and framework governing the basis on which students are admitted to Rossbourne School.

Principles

Rossbourne 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 will provide comprehensive and accurate information about the enrolment process including information about the school, the school's educational 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.

The school will keep and retain accurate records of school enrolments that comply with its Commonwealth and State legal and regulatory requirements.

Legal and regulatory requirements

- 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.
- 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
- 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 when requested.
- **The Annual Report to the School Community¹** must include a report on the characteristics of students at the school.
- **The Australian Education Regulation 2013 (Cth.) requires student enrolment records to be retained for seven years²** 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
- 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
- **Legislative privacy requirements³** 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. The enrolment agreement should make reference to the Privacy of Information Policy.
- Schools are required to request and record the immunisation status, called the Child History Statement, for each primary student prior to enrolment. Schools should also request this information for secondary enrolments.

Enrolment Agreement

An Enrolment Agreement (as required by VRQA), with parents or guardians covers codes of conduct, fees, educational services provided, the grounds on which the Enrolment Agreement may be terminated, and must be publicly available on the school website.

Parents/caregivers must also be able to access enrolment forms, the parent payment policy and a schedule of charges for the school.

¹ As required to meet Commonwealth and State legislative requirements.

² <https://www.legislation.gov.au/Details/F2013L01476> (Accessed 22 July 2017)

³ Privacy and Data Protection Act (Vic) 2014; Privacy Act (Cth.) 1988.

Information Required at Enrolment

- date of birth (note: evidence of date of birth can be official, such as a birth certificate or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age).
- names and addresses of the student and enrolling parent or carer
- details of medical and other conditions that may require special consideration
- emergency telephone numbers, including a nominated doctor
- an Immunisation History Statement from the Australian Immunisation Register
- the name of the previous school/s

Referrals

Enrolment at Rossbourne School may be through referral from schools, families, medical and mental health professionals e.g. psychiatrists and psychologists, child and family agencies.

Selection Criteria

See Rossbourne School Enrolment Procedures

School Fees

See Rossbourne School Enrolment Procedures

Supporting Legislation

Education and Training Reform Act 2006
Equal Opportunity Act 2010 (Vic)
Disability Discrimination Act 1992
Disability Standards for Education 2005

This policy will be reviewed as part of the Rossbourne School policy review cycle.

See Rossbourne School policies and procedures including:

- ***Code of Conduct School Community***
- ***Complaints Procedures School Community***
- ***Enrolment Agreement***
- ***Enrolment Procedures***
- ***Exclusion from School Policy***
- ***Medication Authority Form***
- ***Privacy of Information Policy***

Endorsed by School Council: Date: October 2020