



STAWELL SECONDARY COLLEGE

Enrolment Policy

Rationale:

- Stawell Secondary College is proud of providing pathways for all students including varied opportunities within the curriculum and in co-curricular activities.
- Families intending to enrol their children at Stawell Secondary College need to understand and accept that all students of the school will be expected to participate to the best of their ability in all facets of College life.

Aims:

- To ensure all eligible students enrolling in Stawell Secondary College undertake a smooth transition that enables them to become a successful member of our school community.
- The Principal and the Leadership Team have the discretion to determine the number, size and composition of classes operating in the College each year, in keeping with a commitment to providing an optimal learning environment for all students.
- The Department of Education and Training policies, regarding student enrolment will be followed by Stawell Secondary College.

Implementation:

Criteria for enrolment:

- The College seeks to provide the best educational environment for each student and will plan/recommend appropriate learning pathways.
- Enrolment at Stawell Secondary College is open to students from Year 7 to Year 12.
- Stawell Secondary College is a government school and therefore has an open enrolment policy and will accept any student for enrolment, provided that:
 - The Student is of Secondary school age
 - Stawell Secondary College is the Student's closest government secondary school

Point of entry:

The most common/typical entry year is Year 7, but enrolments are accepted at any year level throughout the College year.

Enrolment process:

1. *Application for Enrolment:*

Parents/Guardians/Carer's complete the Enrolment Form and submit this to Stawell Secondary College's Registrar with the required supporting documentation:

- Student's birth certificate
- Student's immunisation certificate
- Student's medical alert and health management plan if applicable
- Parents/Guardians/Carers signed consent on enrolment form



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- Access alerts and copies of court, family law, restraining and other orders if applicable

Full and frank disclosure is necessary to allow the College to make informed decisions about the student's educational and personal needs. Stawell Secondary College will:

- Keep copies of sighted documents
- Verify any changes to student enrolment names
- Maintain student details and movements in enrolment history
- Keep all information confidential and managed in accordance with:
 - the Department's privacy policy
 - Victorian privacy laws.

2. *Recording of student name:*

Each enrolled student will be entered in the database under the name recorded on the Birth Certificate, unless:

- A court order is provided

3. *Interview:*

The potential student and the Parent/Guardians/Carer's will be invited to attend an interview with the Registrar before the student is due to commence at the College. The interview is an opportunity to clarify expectations and ensure that the family and College are compatible. A fully complete enrolment form must be provided at this interview.

4. *Enrolment transition report:*

The Principal or delegate, in consultation with the Registrar, will contact the previous schools of all students seeking enrolment to discuss the circumstances of the enrolment/transfer, any academic or behavioural matters and current school reports.

5. *Commencement of enrolment:*

The Registrar will organise and complete the enrolment process and notify student and family of a commencement date.

Special enrolment circumstances:

Students wishing to enrol when Stawell Secondary College is not the closest government school:

- Parents/Guardians/Carer's have the right to apply to any other school which is not their closest government school.
- Parents/Guardians/Carer's will be advised to contact their nearest government school to discuss their enrolment.
- The Registrar will also contact the government school in question to inform them Stawell Secondary College are considering this enrolment application.



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- The Registrar will compile a transition history of the student from which the Principal will make a decision as to if the enrolment is accepted.
- Parents/Guardians/Carers will be asked to grant permission for the student's previous schools to release academic information. If permission is not granted the application will be denied.

Students with special needs:

- The School accepts students with special learning needs and will make reasonable adjustments to permit/foster enrolment, participation, curriculum development, student participation free of harassment and victimisation.
- The Principal delegate will recommend reasonable adjustments, which will be determined collaboratively and informed by professional advice. Any adjustments will be reflected in an Individual Education Plan.

International students:

- The College will accept overseas students with valid student visas, refer to the International Students Policies for further information.

Short-term enrolments:

- The College will accept students for short-term study programs, provided that:
 - Capacity exists in the required year level, and
 - The student is able to participate in the full College program without having a detrimental effect on the learning of other students in the cohort.

Conditions of enrolment:

In accepting a place at Stawell Secondary College, the student and the Parents/Guardians/Carer's agree to be bound by and to comply with all Rules and Policies of the School, including any changes that may be made to these during the student's enrolment at the College. The current Rules and Policies are published on the College website.

Student transfers:

School Principals approve transfers when:

- The student's residence changes and is now closer to a different government school (where requested).
- Transfer is sought from an Australian school outside the state system.
- Transfer is supported by the Principal of each school involved.



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Termination of enrolment:

The Parent/Guardian/Carer may cancel a student's enrolment by notifying the Registrar of withdrawal. The Registrar will follow the Exit Procedure.

Evaluation:

This policy will be reviewed as part of the school's review cycle in accordance with the Child Safe Policy in June every year. The review will be led by the Registrar and referred to the policy sub-committee of school council for ratification.

Last reviewed: June 2020
Next review date: June 2021

Update history:

First issued	
Date of update	Summary of change(s)
1/6/20	Enrolment transition report for new students will be led by the Principal or a nominated delegate in consultation with the Registrar.