

Enrolment Policy

Australian Christian College is a co-ed, non-denominational Christian school welcoming students to our campus. The purpose of this policy is to outline the procedures that the College has in place for parents and guardians seeking enrolment for their children.

For parents and guardians seeking enrolment of a student with disabilities, the College has a process in place for consulting with all stakeholders to determine the type of adjustments required so that a plan can be put in place

Legislation

Disability Discrimination Act
Disability Standards for Education

Principles

1. The College is a Christian Learning Community.
2. On enrolment, students and parents agree to participate in the ethos of the College and to follow the College's policies and procedures.
3. The prerequisite for continuing enrolment is adherence to all of the College's policies and procedures. Potential students and members of the community are encouraged to review the Student Code of Conduct, Community Code of Conduct, and the Behaviour Management Policy.
4. The College maintains a waiting list for future enrolments and priority is given to siblings of current students.

Roles & Responsibilities

ACC Marketing Team	Responsible for the College website, promotional material, and other social media accounts.
Principal or Enrolment Officer	Responsible for the implementation of the Enrolment Policy. The Enrolments Officer may also be the School Admin Officer.
Various Staff	Different college staff play a role in the Enrolment Policy at different stages of the process including Teaching and Admin Staff.

Key Definitions

<p>Disability</p>	<p>The Disability Discrimination Act’s definition of disability includes physical, intellectual, mental health and learning disabilities and disorders.</p> <p>It includes people who may not consider themselves as having a disability. For example, the definition considers a person to have a disability if they:</p> <ul style="list-style-type: none"> ● have a broken limb because of an accident ● are temporarily using crutches or a wheelchair.
<p>Reasonable Adjustment</p>	<p>An adjustment is a measure or action taken to help your child with disability take part in education courses and programs, on the same basis as a child without disability.</p> <p>Adjustments could be:</p> <ul style="list-style-type: none"> ● hanging activities or work in line with your child’s needs ● different ways to access information –for example, adaptive or assistive technology, sign language, multimedia, braille or illustrated text ● using assistive technology like voice recognition software, screen readers and adjustable desks ● changing class schedules or locations ● accessing school support services like psychologists, speech pathologists and visiting teachers ● changing the premises – for example: installing ramps or a lift ● offering different assessment options – for example, oral assessments instead of written, or multiple choice questions ● extra time to finish class work or projects ● modified activities and excursions – for example: if your child cannot take part in an activity, the education provider can offer an alternative ● specialised professional development or training for your child’s teachers and other staff as needed. <p>A reasonable adjustment is an adjustment that the College can implement without causing unjustifiable hardship on the College.</p>
<p>Unjustifiable Hardship</p>	<p>After a process of consultation, the College may determine that the adjustments that need to be made would cause unjustifiable hardship and they cannot be implemented.</p>

Procedures

The following sections outline the College’s procedures for implementing the Enrolment Policy.

Enrolment Forecasts at the College

The College acknowledges the requirement that the minimum enrolment number is 20 students unless the College has an exemption provided by the VRQA.

The Principal or Enrolments Officer will ensure that:

1. An accurate record of the enrolment numbers is maintained.
2. The enrolment numbers include a forecast for future enrolments based on interest and confirmed future enrolments.
3. The enrolment numbers and forecast is built into the Five Year Financial Plan that is endorsed by the School Board.
4. In the event that the College is at risk of falling below the minimum enrolment numbers, the Principal will consult with the School Board.

Eligibility of Domestic Student Enrolment

The College accepts students who are Australian citizens or permanent residents.

There are some visa subclasses that are eligible for enrolment and clarification can be sought from the School Office prior to enrolment.

Enrolling in the College

1. Parents and Guardians can learn about the College through the ACC website or through other College marketing materials. The College has additional information available through social media and through official events such as Open Days and Awards Ceremonies.
2. Parents and Guardians will complete an interview with the Principal (or their delegate) prior to the completion of the enrolment application or after the completion of the enrolment application. The completion of the enrolment application does not guarantee a place in the College.
3. Parents and Guardians can apply for enrolment directly via the school website. The College requests the following information and an application fee to support the enrolment application:
 - a. Birth Certificate
 - b. Australian Citizenship/Visa/Passport if the student is not born in Australia
 - c. Latest school report
 - d. Years 3/5 NAPLAN results (if applicable)
 - e. Copy of Medicare Card
 - f. Copies of Immunisation records
 - g. Custody orders/parenting agreements (if applicable)
 - h. Specialist reports/documents relating to students with a physical disability, social/emotional, sensory or cognitive (if applicable)
 - i. Medical reports eg. asthma, anaphylaxis (if applicable)
4. During the application process, the College may initiate a Consultation Process for Determining Adjustments (see below).

5. The Enrolments Officer will ensure the accuracy of the enrolment application prior to providing the information to the Principal.
6. The Principal is responsible for determining the enrolment application.
7. An enrolment application can be:
 - a. Approved
 - b. Approved (Waiting List)
 - c. Approved (Reasonable Adjustments)
 - d. Denied (Unjustified Hardship)
8. The Principal will provide an explanation for their determination.
9. Parents and/or Guardians must confirm their acceptance by signing the [Enrolment Contract](#).¹
10. Parents and/or Guardians are subject to a Community Code of Conduct.
11. Enrolled students are subject to the Student Code of Conduct.

Consultation Process for Determining Adjustments

1. During the “Enrolling in the College” process, there may be a need for further consultation to determine adjustments for the applicant. This consultation process occurs at multiple points during the enrolment process including:
 - a. When the parent and/or guardian visit the school with the potential student
 - b. When there is informal discussion between stakeholders
 - c. During the formal Principal’s Interview
 - d. During the review of submitted documentation in the Enrolment Application
2. The College may initiate a formal consultation process for determining adjustments which would include:
 - a. A request for additional information provided by the parent/guardian from relevant professionals
 - b. A list of proposed adjustments for discussion between all stakeholders
3. After consultation, the Principal will make a determination on whether or not the proposed adjustments are reasonable adjustments that can be implemented or if the proposed adjustments would cause unjustifiable hardship on the College.
4. Prior to making a determination, the Principal will share the findings with the Parent/Guardian to determine if they have any further input into the proposed outcome.

Enrolment Appeals

If the parent or guardian is not satisfied with the outcome of the enrolment application, they are able to appeal via the Complaints Management Policy.

Maintaining the Enrolments Register

The College maintains an Enrolments Register for the purpose of recording the total number of students enrolled in the school.

¹ The Enrolment Contract covers matters relating to fees, educational services provided and the grounds on which an enrolment may be terminated.

The Enrolments Register is maintained electronically on the College's Student Information System and it contains key information including but not limited to:

1. the student's name, age and address;
2. the name and contact details of any parent or guardian of the student;
3. the date of enrolment of the student;
4. the Victorian student number allocated to the student under Part 5.3A of the Act;
5. the date that the student ceases to be enrolled at the school (if applicable).

Maintaining the Attendance Register

Refer to the Attendance Policy.

Leaving the College

1. A parent or guardian can indicate that they would like to withdraw their student(s) from the College by contacting the School Office and by submitting written notice of an intention to withdraw.
2. As per the enrolment contract, the College requires six term weeks' notice if a parent or guardian chooses to withdraw.
3. There are other events which may require the College to initiate a student withdrawal from the College such as (but not limited) a breach of the enrolment contract or a breach of policies and procedures such as the Student Behaviour Management Policy.

Policy Version & Notes

7.0