Enrolment and Attendance Policy and Procedures (VIC)

SECTION	Operations
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Executive Summary

The Anglican Schools Commission (Inc.), trading as AngliSchools ("AngliSchools"), seeks to assist Principals to manage the enrolment, inclusion, education and safety of students in a manner that is ethical, legal and consistent with the strategic direction.

Key Actions

- All applications for enrolment must be accepted for processing.
- An application must be completed for each student.
- Develop school-based enrolment and attendance process.
- The school-based process must be available on the school website.
- Schedule of Fees must be published on the school website.

NB: The list above is not exhaustive, and the Policy should be read in full to understand all obligations.

1. Purpose

1.1. AngliSchools has developed this Policy to assist Principals to manage the enrolment, inclusion, education and safety of students in a manner that is ethical, legal and consistent with the strategic direction, and by doing so is supporting a consistent approach by all schools.

2. Scope

2.1. This Policy applies to students who receive Commonwealth and State recurrent funding.

3. Principles

3.1. The vision for schools is that they fulfil the gospel imperative to teach and live the faith and nurture the young as centres of excellence in teaching and learning, pastoral care, worship and service.

3.2. Schools accept all application forms for enrolment for processing; however, the acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.

NB: A Registration of Interest in Enrolment and an Application for Enrolment and Enrolment Agreement must be completed for each student.

3.3. The Principal or their representative will interview parent(s)/guardian(s) and the potential student prior to an offer of a place. Such interviews will give parent(s)/guardian(s) the opportunity to provide additional educational and personal information and to discuss the school's aims and policies.

3.4. Schools shall comply with state and federal legislation for school enrolments.

3.5. School shall comply with the requirements of the Disability Standards in Education 2005 per the Students with Disability Policy.

3.6. The enrolment process has three distinct stages of enrolment – Application, Interview and Offer of Enrolment.

3.7. Class size maxima as per the Teacher Workloads in Schools Policy (VIC);

3.8. The enrolment factors that will be considered before an offer of a place at the school is made are:

- Siblings of students already enrolled, or previously enrolled
- Children of Anglican Clergy;
- Children of former students;
- Practising members of the Anglican Church;
- Date of application;
- Individual family circumstances;
- Outcome of the interview process; and
- Children of parent(s)/guardian(s) who indicate a willingness to support the Anglican ethos of the school.

3.9. The school will ensure that current and up to date immunisation records are requested and retained; **(Refer to Appendix 1)**

NB: There are by law, mandatory requirements for enrolment of Foundation students.

3.10. A Schedule of fees and payment policy will be made available to parent(s)/guardian(s) and will be published on the school website;

3.11. The school will ensure that parental obligations are clearly communicated and accepted – see Terms and Conditions of Enrolment;

3.12. Schools will ensure compliance with the requirements of the National Privacy Principles (NPPs) as contained in the Commonwealth Privacy Act and documented in the School Privacy Policy;

3.13. Schools will ensure that personal details of students remain up to date;

3.14. Schools will ensure standardised attendance records are maintained, including extended absence or regular non-attendance.

4. School Process

4.1. The Principal/Business Manager, in conjunction with the School Council is responsible for developing, approving and reviewing a school-based enrolment and attendance process which implements all aspects of the:

- Registration of Interest in Enrolment Application; and
- Application for Enrolment and Enrolment Agreement.

4.2. The school's enrolment process must suit its particular requirements and reflect the uniqueness of their school community.

4.3. The following information (as a minimum) must be available on the school website:

- Steps to apply - the three distinct stages of enrolment
- Conditions of Enrolment
- Application Form
- Clarification that the acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
- Schedule of fees and charges

5. Enrolment Process

5.1. **Enrolment - Stages of Enrolment**

There are at least three distinct stages in the enrolment process:

<u>Stage 1: Application – Register of Interest in Enrolment</u>

i. An enrolment form must be completed in full for each student.

ii. All supporting documentation must be obtained, namely:

- Students birth certificate.
- Students most recent school report (two years).
- Students NAPLAN (National testing) test results from current or previous schools.
- Pre-enrolment information – related documents and/or reports (e.g., Assessments, Specialist reports etc.).
- Visa and/or temporary/permanent residency documents and passport (these are required if a student does not have an Australian Birth Certificate).
- Non-refundable Application Fee (per Schedule of Fees).

- Current and up to date immunisation records **(Refer to Appendix 1)**;
  NB: There are by law, mandatory requirements for enrolment of Foundation students.
- Details of any condition of the student that may call for special steps to be taken for the benefit or protection of the student or other persons in the school (medication, physical, cognitive, learning).

iii. The information provided on the application form will be confirmed and missing or additional information requested.

Stage 2: Pre-enrolment Interview

i. Prior to a student being offered a place at the school, prospective students and their parent(s)/guardian(s) will be invited to an interview. This will happen sometime during the year prior to commencement of the prospective student's education.

ii. During the interview, the Principal or delegate will discuss educational matters, academic, social development and support for Anglican ethos. An invitation may be offered to attend a brief tour of the school.

iii. The Principal or delegate will take interview notes before making a recommendation in respect of enrolment.

Stage 3: Offer of Enrolment

i. Once the school is satisfied that it has all the information it requires, the parent(s)/guardian(s) will be offered a place at the school for their child and a formal Letter of Offer will be provided.

ii. To confirm the offer of a place, an Application for Enrolment and Enrolment Agreement must be completed in full, signed and returned with all required documentation and a non-refundable deposit fee.

iii. Information regarding the school's fees schedule must be available on the school website.

5.2. **Enrolment Register**

i. An enrolment register must be maintained and contain the following:

- Name of the student;
- Date of birth of the student;
- Address of student;
- Name and contact telephone number of parent(s)/guardian(s);
- Student number;
- Date of enrolment of the student;
- Medicare number (if student has one);
- Date on which the enrolment ceases, the date of leaving the school and the student's destination (where applicable);
- Immunisation status:

  a. Up to date; or (ii) Not up to date; and
  b. Date of Certificate (No older than two (2) months from the date of commencement/enrolment).

  NB: In the case of students on visas and/or Overseas Students the correct entry on the Register would be under-vaccinated.

- For student's older than six (6) years, previous school, or pre-enrolment situation.

ii. A student must not be removed from the school register unless the Principal is aware that the:

- Student has enrolled in another school (in any state);
- Student is home schooled;
- Student is exempt from enrolling at school;
- Basis for cancelling the enrolment is that the School has been provided with false information or not advised that this information is out of date;
- The Minister for Education has authorised removal on the grounds that the whereabouts of the student is unknown.

iii. The Principal must not cancel a student's enrolment without first:

- Giving written notice of the proposed cancellation, and reason for it, to the parents or guardian or students (if over 17); and
- Giving reasonable opportunity to show why the enrolment should not be cancelled.

iv. The Principal must be advised of any changes to student information such as residential address, restraining orders and special conditions needed.

v. The details contained within the register must be retained indefinitely or until advised otherwise by the Chief Executive Officer (CEO).

vi. The register can be in electronic form but must be able to be reproduced in written form.

vii. Enrolment records must be retained indefinitely, or until advised otherwise by the CEO.

5.3. **Attendance**

A record of student attendance at school must be maintained and monitored.

5.4. **Attendance Register**

i. The Principal must ensure that an attendance register is maintained for each student showing:

- Days of attendance (including attendance at both morning and afternoon sessions for Foundation and Primary Students, and every lesson/period for Secondary students);
- Absenteeism – full and partial days and authorised, or unauthorised.

ii. Attendance register may be kept in electronic form but must be capable of being reproduced in written form.

iii. Attendance at the school is recorded at least twice on each school day.

iv. Attendance records must be retained indefinitely or until advised otherwise by the CEO.

5.5. **Absences**

i. Parent(s)/guardian(s) are required to notify the school on, or before the day of the student's absence.

ii. Leave during term time must be made in writing by the parent(s)/guardian(s) prior to the absence.

iii. An explanation for unexplained absences must be sought by the school.

iv. Irregular attendance and/or absenteeism must be monitored, and the Principal notified of students at risk.

v. Schools must notify, in writing, any parent(s)/guardian(s) regarding a student's unsatisfactory school, or class attendance.

vi. Schools should have in place procedures to:

- monitor the daily attendance/absence of students;
- identify absences from school and/or class(es);
- follow up unexplained absences;
- notify parent(s)/guardian(s) regarding poor school and/or class attendance;
- transfer unsatisfactory attendance information to student files.

vii. A record of a student's unsatisfactory attendance at school, or classes should be placed on the student's file.

viii. Principals must develop improvement strategies where students are absent for extended periods or unexplained attendance is below 90%.

APPENDIX 1

Requirement	Parental Obligations	School Obligations
Principals are required to request an Immunisation History Statement at enrolment. **NB:** • Children must be fully immunised, to attend Foundation. • Conscientious objection is not a valid exemption from immunisation requirements.	Provide to the school: • Australian Immunisation Register (AIR) Immunisation History Statement - must be dated within two (2) months of the date of application for enrolment; or • Evidence of medical reason not to be vaccinated (AIR Immunisation Medical Exemption Form); or • AIR Immunisation History Form (if the child is on a catch-up schedule/sixteen (16) week grace period); or • A valid immunisation certificate issued or declared by the Chief Health Officer; or • Exemption Eligibility Form (family circumstances).	The Principal must ensure the school: • Collects: – an Immunisation History Statement at the time of a child's enrolment; or – evidence of medical reason not to be vaccinated (AIR Immunisation Medical Exemption Form); or – AIR Immunisation History Form (if the child is on a catch-up schedule/sixteen (16) week grace period; or – a valid immunisation certificate issued or declared by the Chief Health Officer. • Retains the Immunisation History Statement for three (3) years after the child ceases to attend the school. • Takes reasonable steps to obtain an up to date AIR Immunisation History Statement for children who are on a recognised/approved catch up schedule or who qualify for the sixteen (16) week grace period. • Twice a year request an up to date Immunisation History Statement, if the Immunisation History Statement on file is not current, and no vaccines have since become due.

NB: Enrolment of students in Year 1 onwards who do not have up to date immunisation records, is at the Principal's discretion.

Version Control

Version	Date	Summary of Changes
1	May-08	New Policy
2	Oct-16	Update to reflect the requirement to request immunisation records.
3	Feb-18	Name change to ASC Enrolment and Attendance Policy and Procedures, inclusion of state specific requirements. Provide further information on enrolment and attendance obligations. General updates.
4	Feb-19	Updated in response to a legislative change to the School Education Regulations, to require all schools to record in the school's enrolment register, the vaccination status of all new students.
5	Aug-19	Updated in response to changes to VRQA Minimum Standards and Public Health Act 2016
6	Oct-19	Updated in response to recently amended non-government school registration standards (WA) for 2020.
7	Aug-22	Annual review New format Split Policy into state specific policies. Reference to the approved Registration of Interest in Enrolment and an Application for Enrolment and Enrolment Agreement.
-	Feb-25	Update ASC to AngliSchools.
8	Aug-25	Periodic review