



## Enrolment Policy

<b>Last Review:</b> 27 May 2025	<b>Constructed / Reviewed by:</b> Toorak College on advice from Russell Kennedy Lawyers
<b>Next Review:</b> May 2027 (and every two years thereafter in accordance with the College's review cycle, or more frequently as required)	<b>Approval Required:</b> Board
	<b>Board of Directors Approval:</b> 27 May 2025 <b>Implementation Date:</b> 2 June 2025

### 1 Preamble

- 1.1** Toorak College (**the College**) is an open entry and non-selective school on the Mornington Peninsula from Early Learning until Year 12, educating domestic and international students, with onsite boarding facilities.
- 1.2** The College is currently co-educational from Early Learning until Year 4. From the commencement of the 2027 academic year, the College will be co-educational for Early Learning only.
- 1.3** The College offers a girls' school education for students of the female sex exclusively from Year 5 to Year 12. From the commencement of the 2027 academic year, the College will offer a girls' school education for students of the female sex exclusively from Prep to Year 12.

### 2 Purpose and Scope

- 2.1** The College currently provides curriculum for students:
- (a)** The Early Learning Centre (**ELC**), which is based on the Australian National Quality Standards for early education and care services.
  - (b)** Prep to Year 10 based on the *Victorian Curriculum Foundation to 10* priorities and standards (or equivalent if superseded).
  - (c)** Years 11 and 12 based on the Victorian Certificate of Education.
- 2.2** This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the College (either as a day student or boarder), including specifically the College's approach to inclusivity.

### 3 Aim and Key Principles

- 3.1** Through this policy, the College aims to:
- (a)** Maintain an open and fair procedure for the enrolment of students seeking enrolment to day school and its boarding facility.
  - (b)** Ensure the procedure for enrolment and admission to boarding is fair, transparent and not unlawfully discriminatory.

- (c) Explain clearly to prospective parents/guardians (referred to as **parents** for convenience) the College's enrolment process (from enquiry to enrolment).
- (d) Ensure that the College can provide for the educational (and if applicable, boarding) needs of all its students in a manner that reflects the College's duty of care obligations.
- (e) Ensure the College maintains its core values.
- (f) Ensure the College complies with its commitments to supporting students with differing and varying needs, including by making reasonable adjustments where appropriate, and providing a pastoral and learning (and where applicable, living) environment that supports their disabilities.
- (g) Comply with the requirements of the *Education and Training Reform Act 2006* (Vic) (amended or replaced from time to time), and other relevant legislation.
- (h) Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the child's identity, immunisation and visa status (for further detail, refer to clause 16).

**3.2** To assist in achieving the above aims, the College has allocated the following responsibilities:

Position/ Roles	Responsibilities
Board of Directors	<ul style="list-style-type: none"> <li>● Ensure the College meets its legal and regulatory responsibilities – including those which relate to inclusivity.</li> <li>● Review and endorse this policy.</li> <li>● Review and set the annual tuition fees (as applicable to domestic and international students) on an annual basis and otherwise as required.</li> <li>● Review and set the annual boarding fees (as applicable to domestic and international students) on an annual basis and otherwise as required.</li> </ul>
Principal	<ul style="list-style-type: none"> <li>● Establish and implement an enrolment policy and procedure that is open, fair and complies with all school registration and other applicable legislation.</li> <li>● Final decision-maker in relation to enrolment and boarding decisions.</li> </ul>
Head of Admissions	<ul style="list-style-type: none"> <li>● Ensure compliance with this policy.</li> <li>● Ensure enrolments are compliant with the College's governing document.</li> <li>● Provide prospective parents with the necessary information about the enrolment and boarding processes.</li> </ul>

Position/ Roles	Responsibilities
Parents	<ul style="list-style-type: none"> <li>● Read and comply with this policy.</li> <li>● When seeking enrolment of a prospective student, complete the application for enrolment form as contained in the College's enrolment documentation (available on the College's website).</li> <li>● When seeking admission to boarding for a current student, complete the application for enrolment boarding form.</li> <li>● Disclose their child's needs (including those which are diagnosed, undiagnosed and suspected), or information which may otherwise be relevant to the College providing an education and boarding experience (if applicable) to the child, the child's welfare, or the education and welfare of other students.</li> </ul>

#### 4 Entry Points

4.1 The main enrolment entry points into the College are traditionally:

- (a) The ELC.
- (b) Preparatory (**Prep**).
- (c) Year 5.
- (d) Year 7.

4.2 Places of enrolment are offered at other levels if vacancies exist.

4.3 Parents may apply for a place at the College for their child at any time from the child's birth.

#### 5 Eligibility Criteria

5.1 To be eligible for enrolment, a prospective student must be either:

- (a) an Australian citizen or holder of a permanent resident visa;
- (b) if not an Australian citizen, a holder of a visa that permits them to travel to Australia for the specific purpose of undertaking education. Students who hold an overseas student visa subclass may be enrolled as a Full Fee-Paying Overseas Student (**FFPOS**);
- (c) entitled to stay in Australia, or enter and stay in Australia without limitation; or
- (d) deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

- 5.2 Until the conclusion of the 2026 academic year, to be eligible for admission into Year 5 and above, a prospective student must be of the female sex.
- 5.3 As of the 2027 academic year, to be eligible for admission to Prep and above, a prospective student must be of the female sex.
- 5.4 All children to be enrolled in the ELC must be up to date with immunisations recommended under the Australian government's National Immunisation Program Schedule, unless a lawful exemption applies (including, for example, where the child has a valid medical reason not to be immunised). Prior to commencement of enrolment, the College is required to obtain a copy of a child's immunisation statement as evidence that the child is up to date with their immunisations. More information about the legislation can be found online.
- 5.5 To be eligible for admission into the ELC for students entering:
- (a) Three-year-old Kindergarten: children must be three years of age on or before 31 January in the nominated year of entry and fully toilet trained upon commencement.
  - (b) Pre-Prep: children must be four years of age on or before 31 January in the nominated year of entry and fully toilet trained upon commencement.
- 5.6 To be eligible for admission into Prep, children must be five years of age on or before 31 January in the year they begin schooling and in the College's reasonable opinion, school-ready.
- 5.7 In determining the school-readiness of a child at any year level, which is assessed against the College's commitment to inclusivity, the following are examples of factors that will be considered:
- (a) Separation: Is the child ready to separate from the parent for a day?
  - (b) Physical independence: Can the child manage their toileting, own clothes and belongings independently on a regular basis?
  - (c) Education: Has the child completed a primary education in another mainstream or special educational practice?
  - (d) Social maturity: Is the child ready to be part of a large group? Can the child interact with other children and adults? Can the parent and the child cope with a wide cross-section of the community with different ideas and behaviours?
  - (e) Communication: Is the child able to communicate assertively and effectively (such as seeking assistance when required)?
  - (f) Language: Is the child able to communicate sufficiently in order to be understood (including with staff and other students during class and in the playground)?

English as an Additional Language (**EAL**) students must demonstrate satisfactory English skills, as determined by screening tests and any pre-enrolment interview, to ensure a prospective student will be able to meaningfully benefit from the College's education program.

## 6 Boarding Facility

- 6.1 The College's boarding facility, Joan Ansett Hall, offers a safe, personal and caring boarding environment for students of the female sex from Years 7 to 12.
- 6.2 The following facilities are currently offered:
- (a) single rooms for our Year 11 to 12 students, and twin rooms for students in Year 7 to 10;
  - (b) modern, spacious bedrooms;
  - (c) a contemporary common room;
  - (d) an indoor/outdoor dining area;
  - (e) access to high quality academic and recreation facilities;
  - (f) participation in our Residential Learning Program;
  - (g) chef prepared meals that cater to a range of dietary requirements;
  - (h) supervised study time; and
  - (i) pastoral, wellbeing and support services.
- 6.3 The College offers boarding to enrolled and eligible students under the following arrangements:
- (a) **Casual boarding:** Arrangements can be made for day students to access boarding for short term stays, for either single night stays or weekend bookings, subject to availability. Casual boarding includes accommodation and meals for the day.
  - (b) **Weekly boarding:** Arrangements can be made for day students to access boarding during the week where they can concentrate on their studies and extra-curricular activities, and then have weekends at home to enjoy quality time with family, engage in casual employment or play in local sporting competitions. Weekly boarding does not include two of either Friday, Saturday or Sunday nights.
  - (c) **Full-time boarding:** Arrangements can be made for day students to access boarding full-time, seven nights per week during Term times.
- 6.4 In discerning whether to accept a student as a boarder, the College will consider a range of contextual factors and must be satisfied that:
- (a) there is a reasonable expectation that the student or prospective student is emotionally, psychologically and socially ready to benefit from the structures, lifestyle and boarding programme on offer at the College; and
  - (b) the family of the student or prospective student understands the expectations and challenges of residential education.
- 6.5 Students will typically be accepted as weekly boarders only if they are able to be in the direct care of their parents or legal guardians (as opposed to other relatives or friends of the family) during weekends and other non-boarding periods.

- 6.6 Applicable rates for the College's boarding arrangements can be found in the annual schedule of fees.

## 7 **Open Entry Policy**

- 7.1 The College has an open entry policy. However, the College may:
- (a) Offer scholarships to specific groups of students, including for academic excellence, general excellence, and named scholarships available for students commencing in Years 4 to 10, or at the Principal's discretion.
  - (b) Determine enrolments based on its ability to provide educational services to the particular student.
  - (c) Apply the priorities for enrolment, as set out in clause 8.12(d) of this policy.
  - (d) Apply the priorities for boarding, as set out in clause 8.12(e) of this policy.

## 8 **Application Process**

### **Get informed**

- 8.1 Before submitting an application for enrolment form, families of prospective students are encouraged to:
- (a) Browse the College's website.
  - (b) Review this policy, and other policies and procedures available on the College's website, to fully understand the values that will frame a student's education at the College.
  - (c) Attend Open Days and Discover Toorak events, as advertised.
  - (d) Book a personal tour of the College (including the optional Try for a Day experience, where your child can experience being a student for a day at the College with a buddy for support and guidance) and receive an information pack.
  - (e) Consider the College's boarding facility, Joan Ansett Hall.
  - (f) Request or download an application for enrolment form.

### **Submit an application for enrolment**

- 8.2 An application for enrolment may be made electronically via the College's Admission Portal, and the completed form is to be submitted with all supporting documentation. A hard copy of the form can also be requested from the Enrolments Office and must be accompanied with a reason for the request (i.e. why the application cannot be completed online). The College will permit hard copy applications in limited circumstances. Once completed, the form is to be submitted back to the Admissions Office in hard copy – either via post, email or in person.
- 8.3 An application for enrolment must be accompanied by:

- (a) Any required documentation mentioned in the form (including the child's birth certificate or passport, current immunisation certificate from Medicare, and if applicable; NAPLAN results, school reports, Prep Transition Statements, visa grant notice, boarding information, relevant court and parenting orders, AEAS, IELTS or Duolingo test results and any

supporting documentation relevant to the child's social and learning development needs).

Academic reports (if applicable) should indicate at least satisfactory results in core subjects.

- (b) All required fees mentioned in the form. This includes a non-refundable enrolment (and boarding, if applicable) application fee payable at the time an application for enrolment is made, to cover the College's administrative costs in managing the enrolment process.
- 8.4 Only fully completed application for enrolment forms (inclusive of all required fees and documentation) will be recorded on the College's waiting list.
- 8.5 Submitting the application for enrolment form and paying the enrolment application fee does not guarantee a place at the College or its boarding facility. Equally, submitting an application for boarding (applicable for currently enrolled students only) does not guarantee a student a place in the College's boarding facility.
- 8.6 Rather, the application process enables the College to receive information from a range of sources – including the prospective student and the prospective student's parents, current school and former school(s) – which is used to assist the College` in:
- (a) considering whether it can meet the child's behavioural, educational and welfare needs (including with regard to the College's duty of care obligations);
  - (b) deciding whether to exercise its discretion to offer a place of enrolment; and
  - (c) deciding whether to exercise its discretion to offer a place of boarding.
- 8.7 Each completed application for enrolment form and accompanying documents will be considered by the College on a case-by-case basis.

### **Application for boarding**

- 8.8 Where an application for boarding is made as part of the enrolment process, families must complete all sections relevant to boarding in the application for enrolment form.
- 8.9 If an application for boarding is made within the application for enrolment form, a letter of offer (if received) will include the details relevant to the offer of boarding.
- 8.10** For students already enrolled and who are seeking to change their enrolment status to include boarding, an application for boarding may be made by submitting a completed online application for boarding form and the required documentation mentioned in the form (including any updates to the information previously submitted about the child during the enrolment process). Applications are to be completed via the College's Admission Portal, or in limited circumstances, hard copy. All completed applications will be considered by the College on a case-by-case basis.

### **Waiting lists and priority of enrolment and boarding**

- 8.11 The College ultimately has discretion about whether to place a prospective student on the College's waiting list, offer an interview, or offer a place of enrolment and/or boarding.

- 8.12 In exercising that discretion, the College takes into account a range of criteria, including but not limited to the following:
- (a) The date a fully completed application is received (noting incomplete applications will not be processed).
  - (b) The information disclosed in the application.
  - (c) The child's interview and if applicable, pre-enrolment assessments.
  - (d) Whether the child is eligible for a priority offer of enrolment as:
    - (1) set out elsewhere in this policy;
    - (2) a sibling of a current student (noting that siblings will be prioritised provided that normal enrolment procedures have been followed);
    - (3) the child is one of a number of applicants from the same family;
    - (4) the child of a permanent staff member; and
    - (5) the child of a Collegian, and by extension, those with close familial connections with the College.
  - (e) Whether the child is eligible for a place in the College's boarding facility on a priority basis as:
    - (1) a child whose living circumstances make it difficult to travel to and from school each day;
    - (2) a child eligible for a priority offer of enrolment; or
    - (3) a sibling of a child currently boarding at the College's boarding facility.
  - (f) The child's behavioural history.
  - (g) Whether the values and beliefs of the child's family clearly align with the vision, mission and values of the College.
  - (h) The starting year level of the child and whether this aligns with a main year level entry point at the College.
  - (i) The College's capacity, as an inclusive school, to support a prospective student's relevant needs in the College environment (see below).
  - (j) The merits of the application, prospective student's suitability for enrolment at the College, and individual circumstances and practical implications including the:
    - (1) number of students currently enrolled at the College;
    - (2) family's circumstances (including the willingness of the prospective student and their parent to comply with the College's policies and procedures);
    - (3) prospective student's interests and participation in extra-curricular activities;

- (4) reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan);
- (5) College's resources and capacity to deliver an education to the student in accordance with its educational model;
- (6) prospective student's willingness and ability to comply with the College's behavioural standards;
- (7) prospective student's willingness and ability to derive a benefit from the College's educational model;
- (8) prospective student's school-readiness;
- (9) willingness of each family to endorse the College's vision, mission and values; and
- (10) any other considerations set out in this policy.

8.13 A number of places are kept for scholarship recipients, and for enrolments at the Principal's discretion.

## **9 Pre-enrolment interview**

- 9.1 If and when appropriate, the College will invite a prospective student and their parents to attend an interview with an executive staff member (e.g. the Principal and/or Head of School).
- 9.2 For families seeking entry to the College, this interview will:
  - (a) enable the College to understand the prospective student's strengths, areas for improvement, school readiness and needs, as well as what they and their family can contribute to the life of the College; and
  - (b) enable the prospective student and their family to better understand the College and its approach to delivering an educational curriculum model, which is underpinned by a child's personalised plan.
- 9.3 Prior to the interview, families may be asked to provide the College with a number of documents, including a copy of the prospective student's current school reports (if applicable) and other assessment documentation. During the interview, or shortly after it, prospective students may be required to undertake assessments or testing (including psychometric and behavioural assessments).
- 9.4 For families seeking entry to the College's boarding facility upon enrolment, the pre-enrolment interview as detailed at clause 9.2 will also address the child's readiness to board.
- 9.5 For families seeking entry to the College's boarding facility during enrolment, an interview may occur with the Head of Boarding (or their delegate) to assess the child's readiness to board. Having regard to the information available to the College during the child's enrolment, the College may exercise its discretion to accept a student to the College's boarding facility in the absence of a pre-boarding interview.
- 9.6 Prospective students and boarders (if applicable) will be interviewed, either in person, by telephone or by video conference.

- 9.7 Attending a pre-enrolment interview does not guarantee a place at the College or its boarding facility and is not an offer of enrolment or boarding.
- 9.8 After attending the pre-enrolment interview, the prospective student's application will be reviewed by the Principal.
- 9.9 If for any reason in the College's absolute discretion the College forms the opinion:
- (a) As a result of the pre-enrolment interview, that it would be inappropriate for a child to be enrolled at the College, the College may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).
  - (b) As a result of a pre-boarding interview, that it would be inappropriate for a student to board at the College's boarding facility, the request will be declined (and the College is not at liberty to provide the basis for this decision). The student will otherwise remain enrolled at the College and if the family advises the College of its desire, the child's name can remain on the waitlist for boarding.

## **10 Offer of Enrolment and Boarding**

- 10.1 At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment and/or boarding should be made.
- 10.2 Any offer of enrolment (and boarding, if applicable) made by the College will occur in writing.
- 10.3 It is not the College's practice to disclose a prospective student's place on the waiting list, or provide specific feedback regarding the timing of an offer (or, where no offer is made, the reasons for this).
- 10.4 An offer of enrolment (and boarding, if applicable) may be accepted in the form approved by the College from time to time, subject to the following:
- (a) An offer will not be accepted until both parents (or where supported by a court order or otherwise agreed at the College's absolute discretion, one parent) have agreed to be bound by the College's Terms and Conditions of Enrolment and Boarding and any other terms set out in the offer of enrolment (including payment of the non-refundable and non-transferable admission fee and return of requested documents by the stated deadline).
  - (b) Acceptance of the offer must be provided within 10 business days unless the College's offer states otherwise.
  - (c) Acceptance of an offer must be accompanied by payment of the non-refundable and non-transferable admission fee (and any other fees stated in the offer).
  - (d) An offer may be withdrawn by the College, regardless of the availability of places where:
    - (1) Information provided to the College is found to be withheld, false or misleading.
    - (2) There is a significant change in the circumstances of the student or their family, which impacts the College's capacity to reasonably accommodate the student.

(3) The offer is not accepted on the terms provided by the College.

(4) The Principal exercises their reasonable discretion to withdraw the offer.

**10.5** Details about all the College's tuition fees and course levies, and other charges and levies, imposed by the College for that school year (collectively, the **School Fees**) and the terms on which School Fees must be paid are set out in the Terms and Conditions of Enrolment and Boarding published by the College. A portion of funds or fees raised by the College may be used to support the operation of the ELC. A copy of the current Terms and Conditions of Enrolment and Boarding is available on the College's website.

**10.6** If parents accept an offer of enrolment for a local student but the child does not subsequently begin schooling at the College, the parents will forfeit the enrolment application fee and admission fee to the College, and unless one term's written notice is provided, 13.75% of the annual tuition fee for that year will be payable in lieu of such notice. The same terms apply in respect of an offer for admission to boarding (for currently enrolled students only).

**10.7** If parents accept an offer of enrolment for a FFPOS student but the child does not subsequently begin schooling at the College, the parents will forfeit the enrolment application fee and admission fee to the College, and unless one term's written notice is provided, 27.5% of the annual tuition fee for that year will be payable in lieu of such notice. The same terms apply in respect of an offer for admission to boarding (for currently enrolled students only).

## **11 Defer, Refuse or Vary an Offer of Enrolment or Boarding**

**11.1** Parents must notify the College in writing if they wish to defer, refuse or vary an offer of enrolment (or boarding, if applicable). This must occur by the date stated in the offer, otherwise fees will be payable in accordance with the Terms and Conditions of Enrolment and Boarding.

**11.2** Parents who wish to vary the date of entry for their child's enrolment or admission to boarding (either to another date in the same school year or to a subsequent intake year), understand that:

(a) Notice must be given to the College in accordance with clause 11.1.

(b) The College in its absolute discretion may or may not agree to that request.

(c) If the College agrees to the parents' request, the child will be placed on a waiting list for the preferred year of enrolment and the offer of enrolment issued will be terminated. The College makes no guarantee that a place will be available for the child on their preferred commencement date.

(d) Should a place be available for their child to commence enrolment at a later date of entry, parents must sign an updated copy of the College's Terms and Conditions of Enrolment and Boarding and otherwise comply with the College's enrolment requirements at that time.

(e) The College may or may not in its absolute discretion require the payment of a further admission fee.

## **12      Appealing a Decision**

- 12.1      Parents may appeal an enrolment or boarding decision in accordance with the College's *Complaints Policy Procedures*. A copy of the policy can be found on the College's website.

## **13      Period of Enrolment**

- 13.1      Once an offer of enrolment has been made and accepted, a child's enrolment is ongoing and will remain in place as long as the child continues to meet any relevant eligibility criteria and until such time as:
- (a)      a child's enrolment is withdrawn or otherwise ends in a manner provided for in the College's Terms and Conditions of Enrolment and Boarding;
  - (b)      until the end of the 2026 academic year, a child of the male sex completes a co-educational education at the College until Year 4, unless the College provides written notice no later than the last day of Term 3 that the student's education will continue for Year 5 and beyond;
  - (c)      as of the 2027 academic year, a child of the male sex completes the co-educational 4-year-old kindergarten program, unless the College provides written notice no later than the last day of Term 3 that the student's education will continue for Grade Prep and beyond; or
  - (d)      a child completes a Year 12 education at the College.

## **14      Orientation**

- 14.1      Orientation and induction takes place for all new students and their families, and includes:
- (a)      Orientation days.
  - (b)      Student orientation on commencement.
  - (c)      The use of the buddy system for those entering in non-major intake years.
  - (d)      Information sessions and feedback opportunities.

## **15      The College's commitment to inclusivity**

- 15.1      The College is an inclusive school and welcomes students and other members of the school community – including parents and staff - with a varying range of academic, behavioural, cultural, lifestyle, religious beliefs and needs.
- 15.2      In this policy, a child's relevant needs include any needs which a child has (or has had) which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare of others). A child's relevant needs may relate to (amongst other things) allergies, health conditions, physical or intellectual disabilities (whether diagnosed, undiagnosed or suspected), behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.
- 15.3      The College is committed to complying with its legal obligations regarding students with disabilities, supports the National Disability Standards for Education, and is an inclusive community. However, the College is not necessarily able to cater to every prospective student's relevant needs.

- 15.4 The College must be satisfied that it is equipped to adequately respond to a student's relevant needs, and ensure they are able to meaningfully derive from the educational program (and if applicable, boarding experience) on offer. In this regard, the process of offering enrolment (and boarding, if applicable) is informed by the availability of places, as well as the suitability of programs and support levels in relation to a child's relevant needs (and the child's level of school-readiness, if applicable). This consideration is had both in relation to an individual child and also, broadly with regard to the College's resources and capacity to support the needs of a cohort of students and boarders.
- 15.5 The College also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour. Whilst the College will comply with its legal obligations, the College may not be able to facilitate an enrolment or admission to boarding in circumstances where:
- (a) A child poses a threat, or presents a risk of harm to a member of the College community (including staff, students and parents).
  - (b) The child exhibits behaviours that significantly interfere with, or compromise with the teaching and learning experiences of others in the classroom, social integration in the playground or living experience in the boarding facility.
  - (c) The child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.
  - (d) The child does not have, or does not effectively respond to strategies or supports recommended from qualified medical professionals, to assist the child to self-regulate and best support their positive experiences at school (including the boarding facility, if applicable).
- 15.6 Accordingly, prior to an offer of enrolment (and boarding, if applicable) being made parents must inform the College of all relevant needs a prospective student has.
- 15.7 If a parent fails to promptly inform the College of a student or prospective student's relevant needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the College and the family of an enrolled student. In such circumstances the College, in its absolute discretion, may refuse to make an offer of enrolment or boarding (or, if the enrolment has already commenced, immediately terminate the enrolment and/or boarding of the student in accordance with the Terms and Conditions of Enrolment and Boarding).
- 15.8** Where a parent promptly informs the College about a student or prospective student's relevant needs, or any significant change in those needs, the College will act in accordance with applicable laws and its Terms and Conditions of Enrolment and Boarding.

## **16 Register of Enrolments**

- 16.1 The College keeps an electronic register of enrolments of all students who have been enrolled at the College. The register includes the following information:
- (a) Name, age, date of birth and residential address of student.
  - (b) Parent names and contact details.
  - (c) Date of enrolment.

- (d) The student's Victorian Student Number.
  - (e) Medical information for emergency management purposes.
  - (f) Emergency contact details.
  - (g) If applicable: Home care arrangements, court orders, transfer records.
  - (h) Date of leaving the College and details concerning student's departure, where appropriate.
  - (i) For students older than six years, details of previous schools or pre-enrolment situation.
- 16.2 The register is retained for a period (in accordance with the College's *Record Management Policy*) after the student leaves the College, and copies of information in the register are stored online at regular intervals.
- 16.3 The College also keeps an electronic register via the College's boarding software containing:
- (a) every boarding student's location (regardless of whether they are on or off-site) at specific times of the day or night;
  - (b) any reason (given or apparent) for the absence of any student from the College's boarding facility; and
  - (c) the name and contact details for the person responsible for the student during their absence from the College's boarding facility.
- 16.4** The location register is retained for a period of seven years after the student leaves the boarding facility, and copies of information in the location register are stored off-site at regular intervals. The location register is updated daily or more frequently as required, in accordance with the College's processes.