



ENROLMENTS POLICY AND PROCEDURES

Adopted By: Principal	Review Date: 01/04/2021
Scheduled Review Date: 01/04/2023	

POLICY CONTROL HISTORY:

Date	Reviewed by:	Amendments/Reviews:
01/04/2021	Principal	Combined Primary and Secondary Policies
01/04/2021	Principal	Integrated Recruitment of Students into Policy
09/04/2021	Principal	Added the age of enrolment

SCOPE

This policy outlines the following:

- Recruitment of students
- Procedures for registration, confirmation, offers of placement and enrolment
- Policies for recruitment of students.
- Procedures for the withdrawal or cancelation of a student.

RECRUITMENT OF STUDENTS

The College advertises for future enrolments through targeted campaigns and the College website. Tours of the College are conducted each term (throughout Term 2 to Term 4) where prospective families can tour the College during operational hours. Prospective families are provided on tours a copy of the Prospectus Information and a Registration of Interest Form.

Prospective enrolments can also contact the College through the website expressing interest in enrolment. The enrolments team then forwards the prospectus information and a registration of interest to the family.

Should the family wish to view the College prior to proceeding with registration, they are invited to book a tour or an appointment is made with the Principal to do a tour of the College.

The College has an open enrolment policy which means that students are not required to have a Religious affiliation aligned with the College ethos and that the College does not refuse enrolment of students with diverse cultural or personal backgrounds.

AGE OF ENROLMENT

All students commencing in Pre-Kindergarten must have turned 3 years of age.

Students are then enrolled into the appropriate school year according to their birth date (July 1 to June 30) in accordance with the Department of Education compulsory school age requirements.

REGISTRATION OF INTEREST

Each family expressing interest in enrolment of their child must complete and submit a Registration of Interest Form. At the point of registration, a fee of \$100 per family is paid which is non-refundable.

This then places the student(s) of the family on a waitlist register.

The date the registration of interest is submitted and paid for is the date that is entered as the date of registration on the waitlist.

Families are advised to register all children in the family at the same time as the College does not offer preferences of enrolment to siblings of current students.

OFFERING A PLACEMENT

As places become available in each year group, students who are next on the waitlist according to the date of registration are offered the place. Families are invited to schedule an interview with the Principal or delegate.

Intake years (Kindergarten and Year 7)

Students are offered a place according to the date of registration a maximum of 2 years prior to the intake year.

Year 7 Intake

Students who are enrolled at Quinns Baptist College in Year 6 automatically will be offered a placement for the year they commence Year 7. The remaining places available will be offered to the students on the waitlist register according to the date of registration.

IMMUNISATION

Students entering Kindergarten will be refused enrolment if they are not up to date with their immunisations, unless they are exempt as per the *Public Health Act 2016, s.141D*.

All students are required to provide evidence of immunisations upon enrolment.

DECLINING AN OFFER OF ENROLMENT

Families who decline an offer of enrolment have the opportunity to defer the offer to another year. At this point the date of registration changes to the date of deferral. Families may only defer an offer of enrolment twice. On the third occasion they are offered a place and they decline the offer, they are removed from the waitlist. Should they wish to remain on the waitlist, a new registration of interest is required to be completed.

Student records obtained up to this point are destroyed.

INTERVIEWING FAMILIES

The interview is conducted with the parent/guardian/carer and the student. The interview will take the form of four components:

- The gathering of information about the student – medical, identification of a student’s needs, the capacity of the school to meet those needs and or make reasonable adjustments.
- What the College offers.
- Look around the College if they have not seen the campus before.
- Enrolment documentation provided for completion and return i.e.: Enrolment Agreement, Data Collection Form and Direct Debit Form per account holder.

Families are requested to bring to the interview the following documentation:

- Immunisation records
- Medicare card details
- Child's birth certificate or approved identification i.e. passport
- Copies of residency, citizenship documentation or entry visa's (where applicable)
- Previous semester school reports

Families are then permitted a minimum of 2 weeks to consider proceeding with the enrolment. Families who do not proceed have the option to remain on the waitlist or decline the place.

ACCEPTANCE OF OFFER OF ENROLMENT

Upon acceptance of an offer of enrolment, where applicable, information is provided about the specific learning needs or wellbeing requirements of the student, for example:

- Any medical issues and treatment required (action plans included)
- Any learning difficulties
- Custodial orders (where applicable)
- Historical background on past intervention
- Assessment information to support a diagnosis
- Previous school reports

Identifying students requiring specific learning support

If a student is identified as requiring support for their learning needs, the following process occurs:

1. Year Coordinator/ Deputy Principal is informed
2. A meeting is arranged to discuss the requirements with the parents in detail
3. Information is provided to teachers to start to accommodate pending the development and approval of an documented plan
4. Documented Plan is developed
5. Parents are requested to approve the Documented Plan
6. Once approval is gained, the Documented Plan is provided to the teachers for their reference
7. Documented Plan is reviewed at intermittent points throughout the students enrolment

Identifying students requiring pastoral care

If there is a disability experienced by the student or there is a history of wellbeing concerns, the following process occurs:

1. Year Coordinator/ Deputy Principal is informed
2. Year Coordinator meets with the parents of the student to identify the specific needs of the student and strategies to support them
3. A Documented Plan is developed to identify the support required in the classroom
4. Strategies of support are provided to teachers to accommodate
5. Year Coordinator (Secondary) or Classroom Teacher (Primary) regularly monitors the progress of the student
6. Any adjustments are made as the needs of the student change.

Confirmation fee

Upon acceptance of a place offered, a confirmation fee of \$400 per student is required to be paid which is deducted from the first annual fee. At this point, all enrolment documentation is required to be submitted, such as:

- Enrolment Form
- Data Collection Form
- Direct Debit Form per account holder
- Any outstanding documentation
- Any supporting documentation for pastoral or academic support required

CONDITIONS OF ENROLMENT

Continuation of enrolment is dependent on:

- Completion of a Direct Debit Form
- Prompt payment of fees
- Compliance with the College expectations and policies
- Participation within the College's Christian Education program
- Meeting all attendance requirements

PROCESSES FOR ADDING STUDENTS TO THE ENROLMENTS REGISTER

Registration of Interest	<ul style="list-style-type: none">•Registration of Interest received from prospective family•Student and family information entered into the College student management database•\$100 confirmation fee received
Offer of enrolment	<ul style="list-style-type: none">•Offer of enrolment is made to students according to the date of registration for an intake year or as a place becomes available•Families have 2 weeks to consider the offer and schedule an interview with the Principal
Student Interviewed	<ul style="list-style-type: none">•The student and the family is interviewed•Families provide copies of student information•Families have a minimum of 2 weeks to accept and confirm the offer of enrolment
Acceptance of Offer	<ul style="list-style-type: none">•Enrolment Agreement, Data Collection Form and Direct Debit returned•Confirmation fee of \$400 per student received
Data Entry	<ul style="list-style-type: none">•Student and family data entered into database•Student given FULL status on the date of commencement or EXPECTED status if commencing at a later date or the following year
Student Transfer	<ul style="list-style-type: none">•A Transfer Note is generated and forwarded to the previous school•Students demographics are uploaded to SCSA database
Notification	<ul style="list-style-type: none">•Accounts, IT, Library and Student Services are notified of the expected commencement date
Student Records	<ul style="list-style-type: none">•A student file is created retaining the student's information•Student file is retained in the Student Office or the Administration Office for future enrolments

REMOVING STUDENTS FROM THE ENROLMENTS REGISTER

Notification of Withdrawal

- Written notification of the intent for withdrawal received from student's family and the intended last day.
- Enrolments Officer acknowledges in writing the receipt of the notification.

Internal Notifications

- Accounts, IT, Library and Student Administration are notified of the intended last day of the student
- Teaching staff are notified of the intended last day

Last Day

- Administration changes status to LEFT at the end of the school day

Student Records

- The student's records are transferred from the Student Administration Office to the Main Office

Transfer Notice

- Upon receipt of a Transfer Notice from the new school, an acknowledgement in writing of the receipt of the Transfer Notice is provided to the issuing school.
- Transfer Notice is filed in the Student's records
- Student's records are archived.

Whereabouts Unknown

- Where no Transfer Notice has been received within 4 weeks of the student leaving, the student's family is contacted to confirm where the student has commenced schooling.
- Where no confirmation can be obtained, the College completes a 'Whereabouts Unknown' Form and submits to the Department of Education.

Year 12 Students

At the completion of Year 12, student records are transferred to the Administration Office and archived. Upon the rollover of data at the end of the year, the students are given an ARCHIVED status in the student management database.

Archiving of Students

After February Census the following year, all students who have left the College and have an ARCHIVED status, is then transferred in an archiving procedure to PAST MEMBERS.