



ENROLMENT POLICY

PURPOSE

To ensure that Point Cook College enrolment policy takes into account all of the legal requirements relating to the discrimination, equal opportunity, privacy and immunization of potential students.

To outline enrolment procedures to ensure that all departmental and governmental requirements are met during the process of enrolment.

To ensure that all students enrolling at the College are assigned an appropriate year level and learning program

POLICY STATEMENT

Point Cook College is an inclusive, multicultural school that embraces cultural diversity and a range of learner needs and preferences. As such, we enrol all students irrespective of their gender, sexuality, religious or cultural background or their personal learner capabilities. We also undertake to enrol students in accordance with all Victorian Government and Department of Education and Training enrolment guidelines.

RATIONALE

All children of a school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year unless an approved alternative placement has been arranged. As a school within the Victorian public school sector, our College complies with all government and department enrolment requirements. Those requirements are outlined as a means to ensure equity of access to education. The College has a specific school zone that is applied accordingly when considering enrolments.

GUIDELINES

Our College is an inclusive and it will provide programs for all enrolees. A Program for Students with a Disability will be available to cater for students who have special learning needs and an English as an Additional Language or Dialect (EAL) Program will be offered to eligible EAL students in Years 9-12 and in-class support provided in Years 7-8.

Before admitting a student the College must:

- collect relevant admission information
- obtain a completed enrolment form
- provide a privacy notice to the enrolling parent explaining the use to be made of

admission information. For sample notices see: Privacy within [Department resources](#)

For admission, all applicants must be:

- an Australian citizen, or a student with relevant specified visas or [Immicard](#) see : [International Student Program](#)
- deemed eligible and approved for enrolment by the principal or relevant regional director

During enrolment a senior staff member will ascertain an appropriate year level and learning program through an enrolment interview with all new students and a parent or a caregiver.

If the student is deemed to be an English as an Additional Language student, the required EAL Faculty enrolment form will be completed and 2 copies distributed; one to the enrolments officer, the other to the EAL Domain Leader (see Appendix A)

If the student is deemed eligible for disability support, the relevant information and documentation from the previous school the student attended will be forwarded to the Special Needs Coordinator.

An enrolment register will be maintained and a dedicated member of the College office staff will keep the enrolment register up to date. Changes to the register will be made on a weekly basis to reflect current student numbers and movement of students into and out of the College. Student destinations will be tracked.

International students will be enrolled in a manner consistent with the guidelines for enrolment of international students of the Department of Education and Early Childhood Development. (see Links & Appendices for further information)

Age eligibility and approval requirements

Regulations establish the minimum and maximum ages for enrolment in government schools.

Schooling is compulsory for students aged from 6 – 17 years unless an exemption from attendance has been granted. For exemption categories and process see: [Attendance](#)

The following arrangements apply to new enrolments that either:

- can be made by principals without further approval, or
- require regional office or other approval

Principal responsibility

The Principal has the responsibility to ensure eligibility and approve the admission of individuals who:

- are of compulsory school age, those aged between 6 and 17 years who:
- are under 18 years of age as at 1 January of the year of enrolment
- are 18 years of age on or after 1 January of the year of enrolment, provided they are studying an accredited senior secondary course
- are 19 at any time during the year of enrolment, provided they are completing an accredited senior secondary course
- are 20 years of age or over at any time during the year of enrolment, and satisfy **each of the following criteria:**

- residence if using public transport, or a school bus in the case of travel to a non-government school enrolled only in an accredited senior secondary course
- enrolled or seeking enrolment in a school outside the metropolitan area
- there is not a TAFE or other provider through which the person could reasonably study the course by correspondence or other method, including the Distance Education Centre Victoria
- there is no TAFE or other provider offering an accredited senior secondary course within 45 minutes travelling time from the student's

Information required for admission

The College will use the Department enrolment forms available on CASES21 and gather all relevant information from the enrolling family.

See Links and Appendices for further information required for admission.

LINKS AND APPENDICES

Links which are connected with this policy are:

- [DET Enrolment Policy](#)
- [DET Enrolment of International Students Policy](#)
- [DET Admissions Policy](#)
- [DET Attendance Policy](#)

Appendices which are connected with this policy are:

- Appendix A – EAL Enrolment form

REVIEW CYCLE

This policy was last updated on 17/04/21 and is scheduled for review in June 2022.

Appendix A

EAL/D enrolment form

Point Cook College

Confidential Information Form for EAL Students

Personal Details

Family Name:

Given Name:

Country of Birth:

Is this the country you last lived in? YES/NO

If NO, what was you're the last country(s) you lived in?

Schooling

Have you ever been to an English Language Centre in Australia? YES/NO If YES, when and for how long?

How many years have you attended school?

In what country(s) did you attend school?

How many schools have you attended?

What language(s) did you learn in?

Have you had instruction in English in those schools? YES/NO

Is so, for how many years and how many hours per week?

Years:

Hours/week:

Were there times when you had no schooling? YES/NO If YES, for how long?

Can you read, write and speak in your first language?

Can you read, write and speak in any other languages?

Can your parents read and write in their first language?

Other relevant information: