

# TERANG COLLEGE

# ENROLMENT

## POLICY & PROCEDURES (Operations)

### 1. RATIONALE

All children enrolling at Terang College deserve a smooth transition to enable them to become part of our College with minimum disruption and maximum support. Parents need to be aware of the formal processes and guidelines associated with enrolling a student at Terang College.

### 2. AIMS

To provide an efficient process of enrolment to satisfy the needs of both students and the College, enrolment and transfer processes are required to ensure:

- 2.1 students are thoughtfully placed according to social, educational and wellbeing needs.
- 2.2 teachers and College administrators are given adequate time to ensure smooth transition and preparation.
- 2.3 the College is accepting students inside the correct geographical areas to ensure resources are evenly spread across the entire system.

### 3. IMPLEMENTATION

- 3.1 Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and Ministerial Orders and Acts.
- 3.2 Prep students must be the Department of Education and Training minimum age to commence enrolment.
- 3.3 Students enrolling at our College will be required to provide proof of age documentation, immunisation certificate and all requested documentation per the enrolment package.
- 3.4 All enrolments will require the completion of the DET 'Confidential Student Enrolment Information form, which must be provided to the College two days prior to commencement to enable the necessary updates to the College administration systems.
- 3.5 Unless under exceptional circumstances, enrolments will only be considered if the student lives within the designated neighbourhood area and is seeking enrolment at their geographically nearest public school.
- 3.6 The College caters for students with an intellectual disability and some physical disabilities and such enrolment enquiries will be considered the same as all other eligible children.
- 3.7 Student enrolment will be guided by facility capacity to provide an environment which is not overcrowded.
- 3.8 The Principal will make the final decision on approving any enrolment enquiries after considering DET guidelines.
- 3.9 For dual school enrolments, the subschool manager will obtain, in writing, confirmation of the agreed time fraction to be entered on Cases by both schools and any student funding arrangements to be made between both schools.
- 3.10 Staff are expected to process enrolments as follows:
  - 3.10.1 *Parent's Initial Enquiry:*
    - 3.10.1.1 Suggested Script: *"We welcome all inquiries for enrolments to our College and thank you for considering Terang College as an option for your child(ren). It is part of our policy for all potential enrolments to have a meeting with the Principal or subschool leader so details will be forwarded to them and they will then contact you to arrange a suitable meeting time."*
    - 3.10.1.2 Office Staff will use the email template and forward the following information:  
*The Principal has advised office staff that as new enrolment enquiries are received they are to be forwarded to the relevant subschool leading teacher to follow up but the email message is to be Cced to the Principal, Assistant Principal and office staff:*
      - Student(s) Name:
      - Parent name(s):
      - Parent contact number(s):
      - Current Year level:
      - Current school enrolled at:
      - Current address:

- *New address (if known):*
- 3.10.2 *Sub School Leader:*
  - 3.10.2.1 Will contact the principal of the student's previous school to discuss the circumstances of the transfer and request any school and behaviour reports.
  - 3.10.2.2 Make arrangements to meet with the parent/guardian and student/s.
  - 3.10.2.3 Decide with the Principal whether to accept the enrolment.
  - 3.10.2.4 Provide the parent with the Enrolment Pack, relevant handbook and booklist.
  - 3.10.2.5 Advise the parent all completed paperwork must be returned two days prior to commencement day.
  - 3.10.2.6 Allocate the student to a home group according to a combination of student needs and class size.
  - 3.10.2.5 Advise the administration staff of the allocated home group.
- 3.10.3 *Administration Staff:*
  - 3.10.3.1 Confirm acceptance of the enrolment with the Principal or delegate and subschool manager.
  - 3.10.3.2 Enter student details onto CASES21.
  - 3.10.3.3 Ensure all required information is received.
  - 3.10.3.4 Advise IT, daily organiser, year level co-ordinator and home group teacher of the student's name, record number and commencement date so arrangements can be made for access to relevant school systems, lockers and buddies.
  - 3.10.3.5 Check Compass has updated overnight to reflect data entered in CASES21.
  - 3.10.3.6 Advise previous school when attendance is confirmed.
- 3.10.4 *IT Staff:*
  - 3.10.4.1 Provide student with iPad if College iPad offer accepted.
  - 3.10.4.3 Configure personal devices required for school usage
- 3.11 The process for exiting a student is:
  - 3.11.1 *Person Receiving Advice:*
    - 3.11.1.1 To request a college exit form (from either admin office) be completed by the parent.
    - 3.11.1.2 Email the Principal, admin staff, relevant sub school leader, coordinator and homegroup teacher.
  - 3.11.2 *Administration Staff:*
    - 3.11.2.1 Change status on CASES21 to Leaving.
    - 3.11.2.2 Email new school to request confirmed attendance date.
    - 3.11.2.3 Transfer student from CASES21 as per the user guide.
    - 3.11.2.4 Advise business manager and bus coordinator.

## 4. EVALUATION

- 4.1. This policy will be reviewed as part of the College's three-year review cycle.

*Approved by College Council 20/08/2018*