



## Enrolment Policy and Register Procedure

OakTree College is an independent co-educational specialist senior secondary school providing education opportunities for young people aged 15 to 20 years of migrant background who are at risk of disengaging from education.

The College has a focus on re-engaging students in their own education through a supportive learning environment and vocational education. It offers the Victorian Certificate of Education Vocational Major and the Victorian Pathways Certificate.

OakTree College is a small school and can enrol domestic students across years 11 and 12 who meet the eligibility criteria. The College offers a secular education and does not discriminate on the grounds of gender, race, religion or disability.

### 1. Purpose

The purpose of this policy is to set out the enrolment criteria and process for students seeking enrolment at OakTree College and the evidence required to support applications for enrolment.

### 2. Scope

This Enrolment Policy applies to all prospective students and their families who are looking to enrol in a co-educational senior secondary school with a specialist focus.

It also applies to teachers, staff and the Executive Principal with respect to the role they have in new and ongoing enrolment of students at the College.

### 3. Out of Scope

This policy *does not* apply to overseas students who are instead subject to the policies and guidelines mandated by the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The College cannot accept enrolments from overseas students.

### 4. Definitions and Terms

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| <b>Applicant</b>       | The person applying to enrol the student who must be the parent or legal guardian of the student if the student is under 18 years. A student who is 18 or older, can apply directly to the College. |
| <b>College</b>         | OakTree College Incorporated.   |
| <b>Confirmed place</b> | A place offered by the College to an enrolment applicant which, if accepted, allows the Enrolment Agreement to be entered into.   |
| <b>Disabilities</b>    | A student who has a disability which may include: <ul style="list-style-type: none"> <li>• Physical e.g. may need paramedical support,</li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>• Visual and/or hearing impairment which requires intervention or assistance to communicate,</li> <li>• Severe behaviour disorder e.g. demonstrates frequent aggressive or violent behaviours,</li> <li>• Intellectual disability e.g. sub-average general intellectual functioning,</li> <li>• Autism Spectrum Disorder,</li> <li>• Severe language difficulties with critical educational needs e.g. may be non-verbal.</li> </ul> |
| <b>Enrolment Agreement</b>                                  | The agreement containing the conditions required to be accepted for enrolment as a student at the College.  |
| <b>Parent</b>   | A parent, step parent, carer or guardian as listed in the College enrolment form.   |
| <b>Executive Principal</b>                                  | A person appointed to a designated position as principal of a registered school or a person in charge of a registered school (as defined in section 1.1.3 of the Act).  |
| <b>Reasonable adjustment</b>                                | A measure or action taken to help a student with a learning difficulty and/or disability take part in their education on the same basis as their peers. Such adjustments may be made in the classroom, in the school yard, on excursions or the school premises. Education providers must take reasonable steps to make adjustments in a reasonable time.   |
| <b>Registered Training Organisation (RTO)</b>               | An education provider and assessor of accredited VET qualifications that is registered by the Australian Skills Quality Authority or the Victorian Registration and Qualifications Authority.   |
| <b>Specialist school</b>                                    | A school that caters mainly to students with disabilities or with social, emotional or behavioural difficulties.  |
| <b>Victorian Curriculum and Assessment Authority (VCAA)</b> | The statutory authority of the Government of Victoria responsible for the provision of curriculum and assessment programs for students in Victoria.   |
| <b>Victorian Certificate of Educations (VCE)</b>            | An accredited senior secondary certificate awarded by the VCAA. It is the certificate that most students in Victoria receive on satisfactory completion of their secondary education.   |
| <b>VCE Vocational Major (VCE VM)</b>                        | A vocational and applied learning program within the VCE designed to be completed over a minimum of two years.  |
| <b>Victorian Pathways Certificate (VPC)</b>                 | The VPC is an accredited 'foundation secondary qualification' under the Education and Training Reform Act 2006. The level of learning it delivers is aligned with Level 1 of the Australian Qualifications Framework (AQF). Studies in the VCE and the VCE VM are aligned to Levels 2, 3, and 4 of the AQF.   |

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| <b>Vocational Education and Training (VET)</b> | Vocational training or training in skills and teaching of knowledge related to a specific trade, industry, occupation or vocation. |
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## 5. Enrolment Eligibility and Criteria

As a small to medium sized senior secondary school, OakTree College endeavours to keep enrolment numbers to a maximum of 15 students. Enrolment applications are welcomed from all prospective students who meet the eligibility criteria and who are interested in gaining a vocational education.

The College can accept applications for enrolment into the Victorian Pathways Certificate (VPC) or the Victorian Certificate of Education Vocational Major (VCE VM).

Students must meet the following eligibility criteria to enrol in the College:

1. **Age** – be a minimum age of 15 years and a maximum of 20 years as at 31 January of the year of enrolment, e.g. on 31 January 2025;
2. **Year 10 completion** – student must have completed Year 10 or equivalent;
3. **Residency status**- student must be Australian citizen or permanent resident or hold a valid visa allowing the student to access a funded place;
4. **Disengaged or at risk of disengagement** – student has social, emotional or behavioural difficulties which have impacted on their education and resulted in lack of or sporadic attendance leading and non-participation in their own education;
5. **Engagement** – student must demonstrate they have the commitment to undertake courses offered by the College; and
6. **Alignment of purpose and values** – the values of the student and their family should align with the College’s philosophy and there should be a correlation between the prospective student’s academic, physical, social and/or emotional needs and the College’s capacity to make reasonable adjustments to meet these needs.

The College is unable to support the learning and social/emotional needs of students with severe intellectual disabilities or significant mental health and behavioural problems.

## 6. Eligibility Evidence

To establish identity, age and residency status parents, carers or guardians will need to provide one of the following:

- Australian or New Zealand Birth Certificate (not an Extract of Birth Certificate)
- Australian or New Zealand passport
- Australian Citizen Certificate or Certificate of Registration by Descent
- Permanent Residency Visa or other visa categories including Humanitarian/Protective visa permitting access to a funded place in a school.

Parents, carers or guardians will also need to provide:

1. A referral letter or a report from a medical practitioner, psychologist, psychiatrist, counsellor, social worker or other relevant specialist confirming the student’s disengagement from education; and

2. Information from the student's most recent school relating to academic reports, behavioural reports (if available), the student's general character and behaviour and date of last attendance.

Successfully demonstrating capacity to meet all the above criteria does not guarantee entry into the College. The Executive Principal will make enrolment decisions on a case-by-case basis with reference to:

- information collected from the applicant
- the number of currently enrolled students
- the College's capacity to cater for the educational and special needs of an applicant, and
- the willingness of the student and their family to comply with the College's policies and procedures, as demonstrated by signing the Parent and Student Codes of Conduct.

## **7. Tuition Fees and Other Charges**

OakTree College is a low tuition fee school. The College provides essential student resources including classroom resources, and access to a personal laptop (chromebook) for use at the College. The College provides opportunities for students to participate in and attend excursions and activities, at low-cost to the student.

A schedule of fees is contained in the Enrolment Agreement. Parents, carers or guardians are required to pay a deposit (being 20% of the total payable fee) on enrolment and re-enrolment each year. Payment in full must be made by the end the year in which the student is enrolled.

Parents, carers or guardians experiencing financial hardship may be eligible for an exemption from tuition and other fees at the discretion of the Executive Principal. Families experiencing financial hardship should contact the College as early as possible.

Note:

- Parents, carers or guardians with a government issued Concession Card or Health Card Care are eligible for a Concession fee of 50% on their tuition fees.
- Students undertaking VET programs will be required to cover their fees as outlined in the invoice from the VET provider.
- If the student commences at the College halfway through the school year, tuition fees will be charged on a pro rata basis.

## 8. Educational Services and School Program

OakTree College offers educational services including:

- Victorian Certificate of Education Vocational Major (VCE VM)
- Victorian Pathways Certificate (VPC)
- Access to Vocational Education and Training (VET) Certificates at Levels I to IV (e.g. Community Services, Education Support, Youth Work)
- Co-curricular programs e.g. careers advice, work readiness programs, health and wellbeing, relationship management, and
- Flexible learning delivery with individualised learning and support.

The Student & Parent/Guardian Handbook provides further information about the senior secondary curriculum offerings and school programs.

## 9. Codes of Conduct

The College and parents, carers or guardians, and students have a shared accountability for student engagement, regular attendance and positive behaviours. See Enrolment Agreement: Appendix 1 for Codes of Conduct.

## 10. Enrolment Register Procedure

The College enrolment register is an electronic system and will be maintained by the Business & Administration Manager and kept up to date. Changes to the register in consultation with the Executive Principal 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.

The enrolment register will be housed on the secure College student management system (SIMON), and physical records will be held in a locked cupboard with copies of the student's Enrolment Form and Enrolment Agreement, medical records and information and other details including: full legal name, address, date of birth, parents, carers or guardians' contact details, enrolment commencement and cessation date, Victorian School Number (VSN) and a copy of birth certificate/passport, Visa or Immi Card. State and Commonwealth authorities will receive enrolment census data as required.

The Assistant Principal and class teachers will be responsible for reporting any change in circumstance to the Executive Principal (and the Business & Administration Manager) on a weekly basis.

## 11. Roles and Responsibilities

The College Board is responsible for:

- reviewing tuition fee levels on an annual basis approving and
- reviewing the Enrolment Policy and ensuring it is enforced by the Executive Principal.

The Executive Principal is responsible for:

- Implementing the policy in a fair, transparent and non-discriminatory manner;
- Ensuring procedures are implemented so that parents, carers or guardians are guided through the enrolment process from initial enquiry to enrolment and admission;

- Ensuring the policy is implemented in accordance with Commonwealth and State privacy laws as well as the College's Privacy Policy;
- Ensuring that processes are in place to record the basis on which a student does or does not fulfil the admissions criteria together with the school's decision to offer a place or not;
- Communicating the outcome of the application in writing for enrolment to the parents, carers or guardians of the applicant;
- Maintaining an enrolment register that is accurate and contains all required information. Parents, carers or guardians and students will be asked twice a year to check their enrolment data and notify the College of any changes to student enrolment details.
- Implementing procedures for the management, storage and retrieval of enrolment data, particularly,
  - i. Maintaining proof of the student's identity, specifically date of birth, enrolment name and residency status, and
  - ii. Maintaining immunisation status (as applicable).
- Reporting data relating to the characteristics of students at the College to the College Board and to the College community at least once a year (via the annual report process) and to VCAA.

The Assistant Principal is responsible for:

- Supporting the Executive Principal to implement the enrolment policy, specifically to participate in
  - the enrolment process – conducting interviews, consulting with parents, carers or guardians during the process, considering decisions on enrolment;
  - communicating the applicant's welfare needs to the Welfare and Education officer and teaching staff;
  - assessing support and/or proposed reasonable adjustments required by an applicant and discussing these with the parents, carers or guardians, Executive Principal and the Welfare and Education Officer;
  - ensuring Codes of Conduct are understood and signed by applicants;
  - ensuring the Enrolment Agreement is signed.

The Business & Administration Manager is responsible for:

- Maintaining the enrolment register and updating relevant information at least weekly;
- Managing correspondence with parents, carers or guardians on the enrolment of the student e.g. offer letters, letters advising parents, carers or guardians of enrolment decisions;
- Updating tuition fees in the Enrolment Agreement and on the College website;
- Updating VASS records.

The Accounts & Finance Manager is responsible for:

- invoicing and receipting College fees;
- ensuring adequate and accessible arrangements for the payment of fees; and
- ensuring that suitable financial records are maintained.
- Monitoring tuition fee payments and issuing invoices for initial and ongoing enrolment;
- Managing payment plans, if necessary

## **12. Child Safety**

OakTree College is committed to child safety and will comply with Ministerial Order (MO) 1359: Managing the Risk of Child Abuse in Schools and School Boarding Premises. The College is committed to zero tolerance of child abuse.

## **13. Privacy**

It is necessary for the College to collect personal information, including sensitive information, from applicants and their families to complete its enrolment processes and to fulfil its duty of care requirements, including wellbeing support. Any personal or sensitive information will only be disclosed to relevant persons or organisations when necessary to support the student's welfare needs.

Disclosures may need to be made to government departments, another education provider or school (if transitioning from another education provider), medical practitioners (in an emergency) and College staff (such as teachers and welfare and education workers) who require this information to provide necessary support and/or fulfil their duties.

The College will store personal and sensitive information securely and protect information from unauthorised access, misuse, loss or damage. Parents, carers and guardians and/or students may contact the Executive Principal or Business & Administration Manager to update their personal information.

The Executive Principal is the only officer with permission to release personal or sensitive information. This will be done in line with the legislated privacy requirements and the College's Privacy Policy.

## **13. Students with Disabilities**

The College recognises that students with disabilities are highly represented in the cohort of students at risk of disengaging from education and is generally supportive of providing a place for such student at OakTree College.

The College will engage with parents, carers and guardians of a student with a disability to determine the level of support their child may need before deciding on whether the College can accommodate the student. Further supportive information may be required from medical practitioners, psychologists or psychiatrists, and the student's previous school/s to assess whether the College can accommodate the student and to determine what form any reasonable adjustments may need to take.

The College may decline to offer the student enrolment at the College if after full consideration of all relevant matters the Executive Principal is satisfied that the required adjustments would create an unreasonable financial or other burden/hardship on the College – refer to the Reasonable Adjustment Procedure.

## **14. Termination of Enrolment**

There may be occasions when an individual student's behaviour may have a negative impact on the welfare, safety and wellbeing of other students and staff at the College. While the College aims to support the needs of vulnerable students who have a greater risk of poor educational outcomes, it has a duty of care to ensure all enrolled students are provided a safe and supportive learning environment.

The College will apply fair and transparent processes prior to any decision to terminate the enrolment of an individual student. Students and their parents, carers or guardians will be

offered support, understanding and procedural fairness at all stages during any disciplinary actions.

The Executive Principal may terminate a student's enrolment if they reasonably consider the student has:

- been expelled after the College suspension and expulsion processes have been applied and decided;
- engaged in unsatisfactory conduct or they (or their parents, carers or guardians) have breached any policy or code of conduct of the College;
- engaged in conduct which is dangerous toward or prejudicial to the College, its students or staff;
- demonstrated behaviour or an attitude that is considered detrimental to their own best interests or to those of other students;
- not achieved satisfactory academic or social development and is not benefiting from the College program/s.

## **15. Refund Policy**

The parent, carer or guardian who signs the Enrolment Agreement accepts legal responsibility (jointly and severally) for payment of the tuition fees and amenities fees incurred for the entire period of the enrolment of the student.

Written notice of at least one full school term must be received by the College prior to withdrawal of a student from the College. Parents, carers or guardians who do not provide the required notice will pay full tuition fees and all amenities fees for the notice period. This includes withdrawal prior to the commencement of the school year. This notice period may be reduced or waived in special circumstances at the discretion of the College.

Fees continue to be payable if a student is suspended from the College. In cases where a student's enrolment is terminated by a decision of the College, fees and charges are payable for the entire academic term in which the termination of enrolment occurs.

The Executive Principal will approve any refund of fees.

## **16. Complaint or Appeals Process**

Should a parent, carer or guardian disagree with an enrolment decision or wish to appeal the Executive Principal's decision, they should advise the Executive Principal in the first instance and provide the details of their concern or complaint. All complaints will be addressed according to the College's Complaints Policy and Procedure.

## **17. Communication of Policy**

The Enrolment Policy is available on the College website and in the Student & Parent/Guardian Handbook. The policy will be provided to applicants in pre-enrolment information packs.

## **18. Legislation**

- Australian Education Act 2013 (Cth)
- Australian Education Regulations 2013 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005 (Cth)
- Education and Training Reform Act 2006 (Vic)

- Education and Training Reform Regulations 2017 (Vic)
- Equal Opportunity Act (Cth) 1995

## 19. Related Policies

- Attendance Policy
- Anti-bullying and Anti-Harassment Policy
- Complaints Policy and Procedure
- Duty of Care Policy
- Emergency and Critical Incident Management Plan
- Privacy Policy
- Reasonable Adjustment Procedure

## 20. Approval and Review

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|-----------------|--|
| Document owner: | Executive Principal                        |
| Approved by:    | College Board                              |
| Approval date:  | 15 June 2024                               |
| Review date:    | June 2025 (and every 12 months thereafter) |



## Enrolment Process and Procedures

The Enrolment process is managed by the Executive Principal with the support of the Assistant Principal as required.

Students may be referred to the College by local schools or community agencies or may self-refer or make a direct enquiry.

Once registered, the College will provide information on its website at the beginning of Term 3 prior to the next school year about any Information Sessions, Open Days and/or College Visits it will hold for prospective students and their parents, carers or guardians.

An Expression of Interest Form for families or referring agencies to complete and submit by the nominated date in Term 3 will be provided on the College website or available from the College office. Where vacancies exist, Expressions of Interest will be accepted up until the end of Term 4.

Information Sessions or Open Days will be delivered by the Executive Principal or Assistant Principal. These will cover the College's education program and course offerings, student/parent responsibilities and educational and welfare support, the VCAA senior school certificate requirements and a tour of the College.

Parents, carers or guardians must submit an Expression of Interest and will then be invited for a pre-enrolment interview.

At the interview, the Executive Principal or Assistant Principal will:

- Explain the structure, purpose and outcomes of the College program including an overview of the VCE VM and VPC programs and the requirement for enrolment with any RTO the College has partnered with for delivery of the VET component of the course;
- Assess the student's suitability and motivation to undertake the program offered through discussion of the applicant's personal and educational background, their interests and aspirations and any support needs they may have;
- Collect relevant admission information such as previous school reports, and any reports from allied health/medical professionals, psychologist or any assessments available;
- Collect relevant information about the student's academic background, and learning, medical, physical, social and emotional needs;
- Collect any additional College forms on health and medical requirements (such as Asthma, Anaphylaxis, etc) or special provision;
- Provide prospective students with the Enrolment Policy, Privacy Policy and the Student & Parent/Guardian Handbook which summarises the education program, course requirements, assessment process, key dates and relevant policies and procedures;
- Confirm the student has completed Year 10 or its equivalent; in cases where the student has not achieved Year 10 but meets other enrolment criteria, the Executive Principal will consider any mitigating circumstances when making a decision on the student's suitability for enrolment;

- Conduct relevant language, literacy and numeracy (LLN) assessment, administered and assessed by the College to ascertain suitability and senior school program where possible. During this process, the Executive Principal in consultation with the Assistant Principal will ascertain the student's suitability for enrolment at the College and for the senior school program;
- Request the parent submit a completed Enrolment Form.

Following the interview the Executive Principal will:

- Assess the student's application in consultation with the Assistant Principal,
- Consider all relevant information and if necessary, request clarification or further information from the applicant,
- Decide the outcome of the interview and determine whether the college can offer a place to the student,
- Inform the parents, carers or guardians in writing of the outcome of the interview and selection process.

If the applicant is successful, the Executive Principal will:

- Offer in writing a confirmed place to the student and advise them of the next steps in the process,
- Issue an invoice for tuition fees,
- Provide the Enrolment Agreement to parents, carers or guardians to sign.

Payment of tuition fees and completion of the Enrolment Agreement must be made before enrolment at OakTree College can be confirmed. The College will act in accordance with the *Equal Opportunity Act 1995*. In relation to Division 3 (Discrimination in education), the College reserves the right to decline any student enrolment if it cannot provide the student with special services or facilities to support their learning, or where to do so would place an unreasonable hardship on the College, its staff and/or other students.

**Please note:** Submission of an Expression of Interest for a prospective student does not guarantee enrolment at the College.