



St John's College

Enrolment Policy

1. Purpose of this policy

- 1.1 St John's College is committed to ensuring that students are enrolled in the school in a manner that is fair and transparent.
- 1.2 The school is committed to maintaining accurate records that comply with the school's legal obligations in relation to school enrolment.
- 1.3 The enrolment policy sets out the principles and framework governing the basis on which students are admitted to the school. The policy, together with the policy implementation documents listed in section §10, should be read and understood by parents and those responsible for implementing the policy.

2. Principles

- 2.1 The school is committed to ensuring students are admitted to the school in a manner that is fair, transparent and non-discriminatory.
- 2.2 The school will publish clear criteria as the basis on which admissions are made.
- 2.3 As a school established by the Greek Orthodox Archdiocese of Australia the school will give preference to adherents of this denomination however all enrolments are accepted at the discretion of the Principal in judging whether the school can meet the needs of the proposed. Such decisions are not arbitrary but will be capable of being explained rationally and well documented
- 2.4 The school keeps and retains accurate records of school enrolments that comply with its commonwealth and state legal and regulatory requirements.

3. Aims of the policy

- 3.1 To ensure admission to the school is fair, transparent and non-discriminatory.
 - 3.2 To explain clearly the basis on which offers of admission are made.
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- 3.3 To comply with the requirements of Education and Training Reform Act 2006 (Vic.) and other relevant legislation.

4. Legal and regulatory basis for compliance

- 4.1 Education and Training Reform Act 2006 (Vic.)
- 4.2 Education and Training Reform Regulations 2007 (Vic.)
- 4.3 Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- 4.4 Equal Opportunity Act (Vic.) 2010
- 4.5 Disability Discrimination Act 1992 (Cth.)
- 4.6 Disability Standards for Education 2005 (Cth.)
- 4.7 Australian Education Act 2013 (Cth.)
- 4.8 Australian Education Regulation 2013 (Cth.).

5. Key definitions

- 5.1 The **enrolment register** is a permanent record of the students admitted to the school. The school is required to implement processes and procedures to ensure that the register is up to date.¹ The enrolment register determines those students for whom attendance must be registered and monitored.
- 5.2 A school that is oversubscribed in one or more age groups may choose to maintain a **waiting list**. The principles of fairness and transparency that apply throughout the enrolment policy also apply to the procedures relating to the management of the waiting list.
- 5.3 Children of **compulsory school age** (six years and up to the age of seventeen years) resident in Victoria are required to be in full-time attendance at school or be in registered home schooling. Non-government schools have no legal restriction in relation to a **minimum age** or a **maximum age** at the point of enrolment.
- 5.4 Within the meaning of the Equal Opportunity Act (Vic.) and the Disability Discrimination Act 1992 (Cth.), schools are not permitted to **discriminate** on the grounds of disability. The legislation permits an exception to be made in relation to sex, race, religious belief, age or age group:
- Schools, amongst other organisations, have a **positive duty** to take reasonable and proportionate measures to eliminate discrimination.
 - When enrolling a student with a disability, schools are required to consider what **reasonable adjustments** need to be made to the learning environment or to the delivery of learning to assist that student.

¹ Victorian Registration and Qualifications Authority (“VRQA”) Minimum Standards

- 5.5 Schools are advised to require **proof of age and enrolment name** for each enrolment. Such documentation could be in the form of a birth certificate or passport.
- 5.6 Under the Australian Education Act 2013 (Cth.) schools are required to collect **Student Background Characteristics Data** as part of the school enrolment process and report the data to the VCAA or other testing agent when requested.
- 5.7 The **Annual Report to the School Community**² must include a report on the characteristics of students at the school.
- 5.8 The Australian Education Regulation 2013 (Cth.) (s.37) requires student enrolment records to be **retained** for 7 years³ after end of school year in which the last entry was made. Student enrolment records may be **audited** by either state or commonwealth authorities in order for the authorities to monitor payments made on the basis of student numbers or on the basis of the enrolment of particular categories of students.
- 5.9 Records of enrolment are required for annual data returns to the Australian Government for the Australian Government Census of Non-Government Schools⁴ under Australian Education Regulation 2013 (Cth.) (s.77). They are also required for annual data returns to the Victorian Government for the Victorian Census under the Victorian Government Funding Agreement for Non-Government Schools.
- 5.10 Legislative privacy requirements⁵ govern how **personal, sensitive and health** information must be collected, used, disclosed and stored as part of the enrolment process. A **privacy notice** must be provided with the enrolment form explaining to parents and students why this information is being collected, what it is used for, where it might be disclosed and how they can access information held about them.
- 5.11 Schools are required to request and record the immunisation status, called the **Child History Statement**, for each primary student prior to enrolment. [Schools should also request this information for secondary enrolments.]
- 5.12 Schools are required to request and record the visa status when enrolling a **student on a visa**, that is any student who holds, or is a dependent of a person who holds, a permanent, bridging or temporary visa.
- Schools are also required to request and record the visa status when enrolling **overseas students** (formerly known as full fee paying overseas students (FFPOS))⁶ who are those who hold a visa that is specifically related to studying in Australia, or a bridging visa attached to a substantive visa with those provisions.
 - Non-government schools cannot enrol overseas students travelling on a student visa subclass 500 (formerly 570 or 571) unless the school is registered on the **Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)**.⁷

² As required to meet Commonwealth and State legislative requirements.

³ <https://www.legislation.gov.au/Details/F2013L01476>

⁴ https://ssphelp.education.gov.au/sites/ssphelp/files/files/final_2016_census_guidelines_1.pdf

⁵ Privacy and Data Protection Act (Vic) 2014; Privacy Act (Cth) 1988.

⁶ Australian Education Act 2013, s.6.

⁷ Advice and information is provided by ISCA: <http://isca.edu.au/information-for-schools/esos-act-2000/>

- 5.13 **Exchange students** enter Australia on a student visa, for which reciprocity must be maintained. The student is enrolled as a student within the school. In order to run student exchange programs, schools must be registered as a **student exchange organisation** (SEO) with the VRQA or use an SEO that has been registered with the VRQA.

Students attending the school on a cultural visit enter Australia on a tourist visa, are visitors to the school and are not enrolled student

- 5.14 The school publishes for parents the procedures by which a student is admitted to the school on its website and by application to the school office.

6. Policy implementation documents

- 6.1 The documents setting out the strategies and actions required to implement this policy are:
- a. procedures for managing the process of enquiries and enrolments
 - b. detailed procedures for recording enrolments

7. Policy review

- 7.1 The Governing Board will review the Enrolment Policy biennially