



# Enrolment

Policy & Procedure

RANGS

3.8 Attendance

Version 4.1

## Version Control

Version	Date	Notes
1.0	Jul 2016	Approved
2.0	Jul 2017	New format and additional processes added.
3.0	Jan 2018	Minor formatting changes and revised to include 7-12. Removal of Notice of withdrawal from school. Changes to types of enrolment
4.0	Feb 2021	Amendments to the enrolment process
4.1	Feb 2023	Amendments to the enrolment process

## Approving Authority

<b>Approving Authority</b>	School Board, Principal
<b>Approved</b>	February 2023
<b>Next Review Date</b>	30 January 2025

## Associated Legislation & References

<i>Disability Discrimination Act 1992 (Cth)</i>
<i>Disability Standards for Education 2005 (Cth)</i>
<i>Race Discrimination Act 1975 (Cth)</i>
<i>Anti-Discrimination Act 1997 (NSW)</i>
<i>Commonwealth Privacy Act 1988 (Cth)</i>
<i>Health Records and Information Privacy Act 2002 (NSW)</i>

## Associated School Documents

Enrolment Form
Enrolment Terms & Conditions
Disability Discrimination Policy & Procedure
Media & Marketing Consent Form
Schedule of Fees 2021
Student & Parent Handbook

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## Access

<input checked="" type="checkbox"/>	School Board
<input checked="" type="checkbox"/>	School Executive
<input checked="" type="checkbox"/>	All Staff
<input type="checkbox"/>	Teaching Staff
<input type="checkbox"/>	Non Teaching Staff
<input checked="" type="checkbox"/>	Parent(s)/guardian(s)
<input checked="" type="checkbox"/>	Students
<input type="checkbox"/>	<b>Contractors</b>
<input type="checkbox"/>	<b>Volunteers</b>
<input type="checkbox"/>	<b>Visitors</b>
<input type="checkbox"/>	(Other Please specify)

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## 1. Rationale

Alpha Omega Senior College ('AOSC' or 'the School') is a modern coeducational college for Year 7 to 12 students from a diverse range of backgrounds. AOSC welcomes families of any cultural background and of many faiths. AOSC believes all students have a right to quality education and the diverse nature of the student body and the students' individual talents, interests and skills enrich and benefit the entire school community.

## 2. Objectives

The policy will provide guidance to all staff involved in the school's enrolment process to ensure that their practice leads to compliance with all relevant School policies and Government legislation.

## 3. Scope

All School staff involved in the enrolment process, students and parent(s)/guardian(s) /guardians.

## 4. Definitions

**Parent(s)/guardian(s)** : includes legal guardians or any other person who has applied to have a child enrolled at the school

**Disability:** in relation to a child, is that as defined in the *Disability Discrimination Act (Cth) 1992*

**Pre-enrolment Assessment:** is a test that is undertaken by all students prior to their enrolment into the school. It is conducted to ensure that the school provides the best advice possible to students and parent(s)/guardian(s) about the suitability of the school's academic courses to the student's interests and aptitudes.

## 5. Policy

This policy has been developed in order to provide guidelines for the enrolment of students to ensure that all enrolment applications are dealt with justly and consistently.

### 5.1 The school seeks to enrol students:

- Whose families have similar attitudes, values and priorities as the school;
- Who will avail themselves to the academic opportunities;
- Who will abide by the school's regulations

### 5.2 Both acceptance into AOSC and continued enrolment are at the discretion of the School Principal or delegate.

### 5.3 If at any time a student and/or any of the student's family members do not satisfy or comply with the School's requirements as set out in this policy or the Terms and Conditions (and as varied from time to time), AOSC may refuse, suspend or cancel the student's enrolment at the School.

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5.4 While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Principal's or delegate's responsibility to decide the appropriate course to take in the circumstances.

5.5 The Acts as referred to in **"ASSOCIATED DOCUMENTS/REFERENCES/LINKS"** make it unlawful to discriminate against a person by refusing to enrol them at the School on the grounds of their disability or race. The School is committed to fulfilling its obligations under the law in this Enrolment Policy.

## 6. Procedure

### 6.1 Stage 1 - Initial Inquiry

The Enrolment Officer will receive the initial inquiry. An initial discussion will take place with the parent/guardian about the enrolment process and answer any other queries that they might have.

If the parent(s)/guardian(s) /guardians wish to proceed, the Enrolment Officer will book a Pre-enrolment Assessment for the applicant student.

### 6.2 Stage 2 - Pre-enrolment Assessment

The applicant will undertake a Literacy & Numeracy Test that is stage appropriate. A non-refundable Application Fee of \$220 is payable prior to the applicant sitting for the Pre-enrolment Assessment.

### 6.3 Stage 3 - Background Check

Parent(s)/guardian(s) will be asked to provide the latest School Report and or last Naplan results. AOSC will ask the parent(s)/guardian(s) to authorise the School to undertake a background check on the applicant from their current school. This includes but not limited to:

- a) Contact the applicant's previous school to obtain or confirm information pertaining to the student or his enrolment;
- b) Attendance Record ; and
- c) any medical or other personnel considered significant for providing information pertaining to the needs of the student.

Where information obtained by AOSC suggests:

- a) Non-attendance is a chronic issue with the applicant;
- b) a profile of misconduct, illegal activities or anti-social behaviours that indicate the student's enrolment at AOSC is likely to be detrimental to other students, the staff or the School;
- c) the parent(s)/guardian(s) may not be able to meet the financial commitment required by a having a student at the School;
- d) the parent(s)/guardian(s) behaviour towards staff or school was disrespectful or not appropriate;

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- e) the level of English language is not adequate to undertake studies expected by the School; and
  - f) where the results from the Pre-enrolment Assessment do not meet AOSC's set standards.

The Principal or delegate may decline to proceed any further with the enrolment process.

#### 6.4 Stage 4 - Interview

The interview process will usually be conducted by the Principal or delegate.

The interview will be conducted with the applicant and both parent(s)/guardian(s) /guardians present, wherever possible. During the interview the applicant will be assessed by the staff member as to ascertain their learning needs and their readiness to be enrolled into AOSC. The benchmark used is multi-dimensional and the School considers the 'whole person' and attempts to enrol students who will be best suited to the holistic schooling offered by the AOSC.

At the interview, among other things: the School will seek to establish the expectations of the parent(s)/guardian(s) are consistent with the vision, values, goals, policies and resources of the College.

At the interview, the College will also take into consideration:

- a) families whose values are those that support the ethos of the School;
- b) the academic progress of the student, including grades,
- c) comment on attitude and behaviour; and
- d) in particular, effort.

#### 6.5 Stage 5- Enrolment Offer

At the satisfactory conclusion of the interview process, the School will make an offer that is communicated to the parent(s)/guardian(s) in person at the end of the interview, or via a phone call or confirmation email from the Enrolment Officer. An appointment is booked with the Enrolment Officer at which time the following documents will be provided to parent(s)/guardian(s) /guardians to read, complete and acknowledge:

- a) Enrolment Application Form;
- b) Enrolment Terms & Conditions;
- c) Schedule of Fees ;
- d) Media & Marketing Consent Form; and
- e) Any other documentation that is pertinent to the Academic Stage that they are enrolling in.

#### 6.6 Stage 6- Acceptance of Offer

The following documents are to be returned to the Enrolment Officer, both parent(s)/guardian(s) /guardians are to sign all the documents. If there is only one signature on the Enrolment Form,

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unless Family Court Orders are provided stating sole custody or otherwise, the enrolment of the student cannot be confirmed.

- a) Enrolment Application Form;
- b) Media & Marketing Consent Form;
- c) Court Orders, Settlement Documents or Parenting Plans
- d) asthma, diabetic, allergy/anaphylaxis, Management Plans completed by a doctor must be provided to the School,
- e) Any other documentation that is listed on Page 2 of the Enrolment Application.
- f) A payment for the 1<sup>st</sup> instalment of the fees must be made prior to commencing at the School.

**6.7** An opportunity will be provided for a tour of the school this will be booked through the Enrolment Officer. The Enrolment Officer will provide general introduction and information regarding the School and its facilities and operations.

## 7. Enrolments

All enrolments at AOSC are deemed to be conditional for the first 10 weeks of attendance. During that period if a student does not exhibit the behaviour or characteristics of a good AOSC student or does not abide by the school policies and procedures, the student's will be placed on contract or enrolment can be terminated.

### 7.1 Provisional Enrolment

Provisional Enrolment relates to any student who is not eligible for a Record of School Achievement and **has** met AOSC standard testing for entry into the school.

A student who is not eligible for a Record of School Achievement may enter Preliminary courses:

- a) if the principal deems that the student has another credential equivalent to the Record of School Achievement; or
- b) Provisionally, if the principal believes that the student has a reasonable chance of satisfactorily completing Higher School Certificate studies.

Provisional enrolment is offered to students on the basis of academic merit, as demonstrated by their performance in their previous school and through AOSC Assessment. Students will also undergo an interview process as per the enrolment process. This is to assess whether the students has a reasonable chance of satisfactorily completing the Higher School Certificate (HSC).

All students enrolling provisionally will be provided with a letter to Parent(s)/guardian(s) stating the requirements needed to fulfil their ROSA/HSC Requirements.

Students leaving prior to the completion of Year 12, will not qualify for ROSA.

#### 7.1.1 Monitoring & Review

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Students who have been offered Provisional Enrolment will be monitored closely by their Year Advisor along with the Deputy Principal to ensure that they meet all academic criteria of a student in their year group.

Reviews will be conducted at the end of semester, to ascertain the student's progress. Students at risk of not achieving outcomes will be interviewed with their parent(s)/guardian(s) to discuss performance improvement.

## 7.2 Conditional Enrolment

Where circumstances give rise to uncertainty on the part of the Principal or delegate, a conditional or provisional enrolment may be offered for a student for a set period of time.

Conditions applying to such provisional enrolment will be set out in writing by way of a contract. In these cases, either the parent(s)/guardian(s) or the Principal may terminate the enrolment with seven days' notice. In such circumstances, fees will be refunded and adjusted to cover the period of enrolment only.

### 7.2.1 Monitoring & Review

Students who have been offered a Conditional Enrolment will be monitored closely by their Year Advisor along with the Deputy Principal to ensure that they meet all the criteria that has been set out in their contract, which is acknowledged and signed by the student and parent(s)/guardian(s).

Review dates and terms of the contract may differ from one student to the next. However, every contract will state the review date and the terms and conditions of the contract. If at any stage of the review process the student was found not to be abiding by the terms and conditions of the contract, this will result in the termination of their enrolment.

## 8. Students with a Disability

Where information obtained by the School indicates that the applicant's parent(s)/guardian(s) /guardians have disclosed educational needs, or a disability, or other information has come to light indicating a possible need for education support services, or for some measures or actions to assist the student to participate in the School's courses or programs, the School will make an initial assessment of the student's needs. This will include consultation with the applicant, the parent(s)/guardian(s) /guardians and the Learning Support Co-ordinator as part of the collaborative planning process.

The Principal or delegate will seek to identify the exact nature of the student's needs and the strategies required to address them.

The Principal may:

- a) require the parent(s)/guardian(s) to provide medical, psychological or other reports from specialists; and/or

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- b) require the parent(s)/guardian(s) to obtain an independent disability assessment of the student.

Having obtained this information, the Principal will determine whether the student, if enrolled, would require services or facilities that are not required by students who do not have the student's disability. Where the Principal determines that the student would require such services or facilities, the Principal will determine whether enrolling the student would impose unjustifiable hardship on the School.

In making this assessment, the Principal will take into account all relevant circumstances of the case, including:

- a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the School, the student, the family of the student, and the School community); and
- b) the effect of the disability of the student; and
- c) the School's financial circumstances and the estimated amount of expenditure required to be made by the School.

Where the Principal determines that the enrolment of the student would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer. The Principal will comply with the standards outlined in the *Disability Standards for Education 2005 (Cth)*. Refer to **Disability Discrimination Policy**.

## 9. Full Fee Paying Overseas Students (FFPOS)

FFPOS will be enrolled as any other student, but will also require:

- Certified transcripts of academic records for the past two years of school
- Certified evidence of Date of Birth.
- Copy of passport and Visa Details

## 10. Rights and Responsibilities

The School reserves the right not to offer any student a place at the School or to defer the offer of a place to any student in its discretion but particularly when the parent(s)/guardian(s), having been aware of their student's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to the student.

The School reserves the right to terminate a student's enrolment;

- a) If the behaviour or progress of a student is deemed to be unsatisfactory. The school may review any student's enrolment from time to time and may cancel the enrolment if the school, in its absolute discretion, considers that it can no longer appropriately meet the student's needs.

- b) Where there are not sufficient resources to deal with a student's needs and where the parent(s)/guardian(s) have not declared or have withheld known information pertaining to their student's needs.
- c) Where a parent owes monies to the school and all fees have not been paid during the year, or if arrangements agreed by the parent and the school have not been honoured by the parent.
- d) If a parent withholds information relevant to the application and Enrolment Process.

## 11. Appeals

Where a parent or guardian wishes to appeal against the decision for non-enrolment the Principal will seek to resolve the matter by determining whether the stated criteria for enrolment have been applied fairly. The Principal reserves the right to offer or decline a position to any student and the Principal's decision is final.

## 12. Confidentiality & Privacy

The School will abide by the provisions of the Privacy Act 1988. Confidentiality and privacy required that all staff must ensure that information regarding students and their parent(s)/guardian(s) /guardians is restricted to those who genuinely need to know. Furthermore, those people should only be told as much as they need to know and no more.

## 13. Record Keeping

Information concerning all applications will be kept on file. Unsuccessful applicants' information will be kept for five years. Successful applicants' information will be kept for the duration of the student's enrolment at the School and an additional seven (7) years after leaving the school.

## 14. Appendices

	NIL



**Alpha Omega**  
SENIOR COLLEGE

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ACTION  
CHANGE**