

Enrolment Policy

Purpose: To make visible the criteria on which offers of enrolments are determined to ensure a good match between Parents/Carers/Guardians, Students, and the School.

To conduct enrolments in a fair and transparent manner which complies with all relevant State and Federal laws and VRQA Minimum Standards and Requirements for School Registration.

Scope: To provide information to Parents/Carers/Guardians who want to enrol a child at Village High School

Implemented by: School Principal

Approved by: VHS Board

Published: VHS Policy Folder, VHS Website, Enrolment information packs provided to prospective families

Reviewed: Every three years or as legislative changes arise or improvements identified

Overview

Village High School (VHS) offers a carefully crafted approach for students in secondary school. VHS is intended to be a small school with an eventual maximum enrolment of 120 students with an even spread per year level. The school delivers the Victorian Curriculum in a creative and integrated way. It is important that families appreciate and support our philosophy and approach to teaching and learning (which is outlined on our website and at information sessions), to ensure a good match between their child(ren) and the school.

Enrolment at the school will only be offered after careful consideration of the likelihood of a successful match between the school's unique environment and approach to learning, a resonance between student and family values and the school philosophy and values, the needs of the student and the ability of the school to meet those needs.

School enrolment is only available to residents of Australia.



Roles & Responsibilities

- The Board is responsible for:
 - authorising the enrolment policy and for approving the criteria for enrolment.
 - approving the terms and conditions contained within the enrolment agreement.
 - reviewing a student's enrolment in line with terms set out in the Behaviour Management Policy, School Fee Policy, Attendance Policy, and Enrolment Agreement and if required, cancelling the enrolment.
- The Principal is responsible for:
 - ensuring the implementation of the enrolment policy is fair, transparent and non-discriminatory.
 - ensuring enrolment agreements are publicly available and that they are administered and recorded accurately.
 - ensuring the enrolment register is accurately maintained.
 - ensuring this policy and the enrolment agreement are implemented.
 - communicating the school's decision to offer a place or not.
 - ensuring that adjustments are made to the enrolment process to accommodate disability.

Village High School Enrolment Process and factors determining enrolment

Step 1

Interested Parents/Carers/Guardians and Students are required to review the following information on the VHS website: the school's philosophy, the school's approach to teaching and learning and examples of the parent and student enrolment agreements.

Step 2

If the information reviewed at Step 1 feels like it matches your family's values and the student's learning style, campus tours and information sessions are held during the year and you are encouraged to attend.

Parents/Carers/Guardians and students that are interested in joining the school in Year 7 at the start of the year are required to attend one of these sessions in the previous year prior to progressing in the enrolment process.

Students that are interested in enrolling at the school once enrolments for that year have closed, or after the year has commenced should contact the school directly to ascertain whether a tour and meeting with the enrolment officer would be appropriate.



Step 3

Following a school information session and/or meeting with the enrolment officer, families may complete an Enrolment Application. Enrolment Application forms will only be provided at these times.

As part of the application, VHS requests contact details of someone who has been involved in the student's education so that they can be contacted to complete a short questionnaire about the student and how they learn (Learner Profile Questionnaire). Responses in this questionnaire will be used by the school to help assess compatibility between the student and the school's philosophy and approach to teaching and learning. In many cases this person may be a current or former teacher, but it can also be another person (not a parent) who knows the student well if the child has not been in a school environment recently.

Step 4

Based on the responses to the Learner Profile Questionnaire, shortlisted applicants are invited for a meeting where the student can provide information about themselves that will assist the school to get to know them, and to demonstrate any skills and attributes they have that makes them a good match with the school. The enrolment team will also present the student and family enrolment agreements and discuss key conditions of enrolment and engagement with the school.

The enrolment team will make contact with the student's previous school to discuss our approach and enrolment requirements, and seek any relevant information about the student and their previous experiences at school.

Information provided by the previous school, student and family meetings, demonstrated alignment to the content and conditions in the enrolment agreements and the Learner Profile Questionnaire will be used to assess compatibility between the student, family and VHS which will determine if a trial will be offered (Step 5)

Step 5

If offered, a trial is a full day attendance at VHS including engagement in scheduled classes and whole school activities. This is an opportunity for the student to get a sense of whether the teaching and learning approach will suit them and for the school to observe the student in our environment.

Step 6

First round enrolment offers will be made in August of each year to students who progress successfully through all steps in the process.



Enrolment Eligibility Criteria

In order to be considered for enrolment at Village High School, the following criteria must be met:

- family and students must actively participate in the enrolment process outlined above with honesty and transparency and show their desire to form a strong relationship with the school.
- there must be agreement between the enrolment team of a match between both student and family with the school values and philosophy, and the learning program, which will be determined through the enrolment process outlined above.
- family and students must be willing to abide by the conditions set out in the Enrolment Agreements.
- the school must be able to meet the needs of the student, as identified through the enrolment process.
- students must live in the school catchment area - Grantville to the north, Leongatha/Korumburra to the east, Inverloch/Cape Paterson to the south and Phillip Island to the west.

In circumstances where the number of students applying for enrolment to VHS exceeds the places available, priority enrolment will be offered to applicants who have met the enrolment eligibility criteria, and who meet one or more of the circumstances listed below.

- Siblings or relations currently or previously enrolled at the school
- Children of current staff
- Year 6 students who are currently enrolled at Koonwarra Village School or Phillip Island Village School

The final decision regarding acceptance / non-acceptance of each enrolment application is at the School Principal's discretion. Each applicant will receive, in writing, confirmation from the enrolment team confirming successful enrolment, or otherwise.

By submitting an enrolment application, applicants agree to the terms of this policy. Should an applicant not be offered a place at Village High School, and they consider the reasons for refusal to be in breach of this policy, the applicant may request for the Principal's decision to be reviewed. A review of the Principal's decision will be handled in accordance with the School's Concerns and Complaints Policy. In such circumstances, the Board will investigate the matter and provide a written response to the applicant.

Other Enrolment Guidelines & Requirements

As an independent high school, VHS relies on a combination of government funding and tuition fees paid by Parents/Carers/Guardians to cover its operating expenses. Our current School Fee Policy does not include discounts for multiple students enrolled from a single family or personal financial hardship.

VHS students will not be able to access the public-school bus network, although through the School, eligible families will receive the Student Travel Conveyance Allowance each term (which can be paid directly to the family or credited to a family's fee account). There are limited places on the school's own private bus services and there is often the opportunity for carpooling between families, however, Parents/Carers/Guardians are asked to carefully consider the potential impact that regular to-and-from school travel will have on their families prior to commencing the enrolment application process.

A deposit of \$250 per child is due within two weeks of the offering of a place at VHS. This deposit will appear as a credit on the family's first school fee invoice or will be forfeited if an offered place is not taken.

A student's enrolment may be cancelled by the school due to the non-payment of school fees in line with the School Fee Policy; the Attendance Policy, a breach of Code of Conduct by student or Parent/Carer/Guardian, as a result of the implementation of the School's Behaviour Management Policy, or if Parents/Carers/Guardians breach the terms included in the school's Enrolment Agreement.

The school is legally required to collect the following information prior to enrolling a student:

- **Student Background Characteristics Data** which includes Indigenous, Language and Cultural background information, disability, gender, parent education and occupation data
- **Residential Address Information** of the student and all carers/parents/guardians

Other documentation required to enrol a student at VHS includes:

- Birth certificate or other documentation showing proof of legal name, date of birth and parent name/s
- Any Parenting Agreements, Family Court Orders, Family Violence Intervention Orders or Personal Safety Intervention Orders
- Evidence of Australian citizenship or permanent residency (if not born in Australia)
- Most recent school report from previous school
- Information related to any medical conditions, mental health conditions or disabilities.

VHS is required to retain accurate records of enrolment. Any documentation provided by families forms part of the student's school record and will be retained and stored in line with relevant Privacy Policy and Record Management guidelines.

The Enrolment Agreement is the contract for services between the school and the Parents/Carers/Guardians and which the school and all families must enter into when enrolling their child(ren) at VHS. The enrolment agreement is legally enforceable and the terms and conditions contained within the contract set out the rights and responsibilities of each party to the contract.

The Enrolment Agreement is updated annually by the School to ensure it is kept current with legislative requirements and to remain clear on the school's philosophy and expectations. Families are required to re-sign the Enrolment Agreement prior to the commencement of each school year to reconfirm the student's ongoing enrolment after familiarising themselves of any updated school policies or conditions of enrolment.



Related Documentation

- School Philosophy
- Learner Profile Questionnaire
- Enrolment Application Form
- Enrolment Form
- Enrolment Agreements
- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- Equal Opportunity Act (Vic.) 2010
- Disability Discrimination Act 1992 (Cth.)
- Disability Standards for Education 2005 (Cth.)
- Australian Education Act 2013 (Cth.)
- Australian Education Regulation 2013 (Cth.)

Related Policies

- School Fees Policy
- Concerns and Complaints Policy
- Privacy Policy
- Behaviour Management Policy
- Attendance Policy