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**DANDENONG HIGH SCHOOL**

**STUDENT ENROLMENT POLICY**

**Preamble**

This Policy applies to the enrolment of students in Years 7-12.

‘Schooling is compulsory for students aged from 6 – 17 years unless an exemption from attendance has been granted. Principals have the responsibility to ensure eligibility and approve the admission of individuals who are of compulsory school age, those aged between 6 and 17 years who:

* are at least 5 years of age by 30 April of the year of enrolment
* are under 18 years of age as at 1 January of the year of enrolment, this applies to all schools including mainstream, specialist, and government English Language schools or centres
* are 18 years of age on or after 1 January of the year of enrolment, provided they are studying an accredited senior secondary course
* are 19 at any time during the year of enrolment, provided they are completing an accredited senior secondary course
* are 20 years of age or over at any time during the year of enrolment, and satisfy each of the following criteria:
  + - enrolled only in an accredited senior secondary course
    - enrolled or seeking enrolment in a school outside the metropolitan area
    - there is not a TAFE or other provider through which the person could reasonably study the course by correspondence or other method, including the Distance Education Centre Victoria
    - there is no TAFE or other provider offering an accredited senior secondary course within 45 minutes travelling time from the student’s residence if using public transport, or a school bus in the case of travel to a non-government school.’

(extract <http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission>)

**Purpose**

All students enrolling at Dandenong High School should experience a smooth transition that enables them to become part of our school community with a minimum of disruption and maximum support.

* To provide an efficient process of enrolment that satisfies the needs of all members of the school

community

* To determine guidelines for the enrolment of students at all year levels and to provide a Policy which will be available to parents/guardians of prospective students

**Note:**

Year 7 students pre-February are the subject of a separate policy [see Transition/Year 7 Enrolment Policy]

The school will conduct two Course Confirmation days [one Senior and one Junior] annually

Parents/guardians of prospective students may require a tour of the school which will be conducted by the School Transition Assistant Principal

**Enrolment Eligibility**

Students living in Dandenong High School’s neighbourhood area who are eligible to attend a Victorian Government school are welcome to attend the school where a vacancy exists.

Enrolments outside of the neighbourhood area are dependent on available vacancies. In such cases the school also welcomes enrolments from siblings and students living outside Dandenong.

A student wishing to transfer from an interstate school or a school outside Dandenong High School’s neighbourhood area may be eligible for enrolment. Evidence of age, most recent school report and enrolment details from a previous school must be provided. Enrolment will depend on available vacancies. The previous school maybe contacted in order to support the prospective enrolment application.

Students with disabilities and impairments will be enrolled along with all other eligible students dependent on the suitability of the Dandenong High School site to the educational needs of the individual student.

With respect to students who have recently arrived in Australia from non-English speaking back grounds, the school will liaise closely with the Noble Park English Language Centre regarding eligibility for the student to enrol with the Language Centre for 6 months, or for a period of time as deemed necessary.

In the case of a student seeking re-enrolment at the school, a case by case approach will be taken and matters such as availability of a space, time of year etc. will be taken into account.

Students with Australian residency must be enrolled before Full Fee Paying students (International) can be enrolled. Information regarding the enrolment of Full Fee Paying students can be obtained from the school.

**Enrolment Documentation**

Students enrolling in Dandenong High School are required to provide the following:

Completion of the Dandenong High School Student Enrolment Information form which must include:

* ‘date of birth (note: evidence of date of birth can be official, such as a birth certificate or where this is not able to be produced, unofficial, such as a doctor’s note attesting to a child’s age).
* names and addresses of the student and enrolling parent or guardian
* details of medical and other conditions that may require special consideration
* emergency telephone numbers, including a nominated doctor
* the name of the previous school and the student’s current year level, where students transfer from another school

Further Requirements: Consent:

* the signature of student, if they are over 15 and living independently
* the parent as defined in the Family Law Act 1975. Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility
* both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
* an informal carer, with a statutory declaration. Carers may be a relative or other carer and have day to day care of the student with the student regularly living with them and may provide any other consent required eg excursions. Notes for informal carer: statutory declarations apply for 12 months. The wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer

For more information on informal carer status, see: **Commission for Children and Young People on the Department’s website.**

Where consent is disputed:

* When (parent) consent is disputed principals and staff should avoid becoming involved, avoid favouring one parent, act in accordance at all times with the best interests of the student and the school community. Act sensitively and realise that a resolution, satisfactory to both parents, may not be possible.

[For more information on enrolment where there is disputed parental consent, see: Decision Making Responsibilities for Students on the Department’s website.]

Identification and student name:

* For applicants who are: Australian-born, a birth certificate or equivalent
* Non-Australian-born, a passport or travel document such as a visa’

(extract-[http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.](http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx#H2N1000B))

**Implementation Process**

* All enrolment enquiries [including Year 7 enquiries after February] in a given year will be initially dealt with by the Whole School Operations officer.
* If the enrolment enquiry is in respect of a Refugee student, the Whole School Operations officer will pass on the enquiry to EAL transition leader and EAL Transition Leader will arrange an appointment time with the parent/guardian
* Initial contact will be made at the general office, whereby a Prospective Enrolment form will be completed. A copy of the child’s most recent report will also be requested
* All prospective enrolment forms will be forwarded to Whole School Operations officer for initial processing
* Whole School Operations officer/EAL Transition Leader will contact the parent/guardian of the student/s seeking enrolment to make an appointment for an interview
* Acceptance will be based on a number of factors i.e. address (Dandenong address), availability at the relevant year level and student report
* If the enrolment enquiry is in respect of Senior Students, i.e. Years 10, 11 and 12, Whole School Operations officer will consult with the Senior School regarding subject availability
* Whole School Operations officer/EAL Transition Leader will contact the parent, notify them and make an appointment with the family to complete the enrolment package which will include the book list, uniform requirements and Year level hand book. The Subject Levy Payment will also be explained. Parents will be informed that an additional payment maybe required depending on subject choices. Parents will also be informed that subject selection maybe limited
* At the interview, the parent will be informed of uniform requirements. Student history will be gathered so that the child can be placed in the appropriate House such as: How long have they been in Australia? Have they had any disrupted learning - for how long?  Have they had any welfare issues at their previous schools?   Does the student have PSD funding? A summary will be forwarded to the relevant AHL
* Wellbeing/Integration Support assistance will be requested where relevant
* For enrolments in Years 9 to 12 a subject selection form will be given to the student, with the intention that the form is completed
* Whole School Operations officer/EAL Transition Leader will inform relevant Assistant House Leader of the new enrolment and forward any additional relevant information about the student. At the interview the subject selection will be finalized and the parent/student informed of any additional payment required
* Available subject Pathway options for Year 10 will be provided by Pathways Leader and Elective options for Year 9 will be provided by an Junior School Pathways Leader at the time of enrolment
* Whole School Operations officer or relevant ESO will email subject selections to Junior School Pathways Leader, Years 7-9 and Pathways Leader Years 10-12, who will enter the final subject choices on to EDVAL. The student will be advised regarding book list requirements
* Whole School Operations officer/EAL Transition Leader will place the student into an appropriate House based on a number of factors specific to each House, most importantly availability at each House year level, AELP, EAL programs, gender balance, language, recommendations for specific student needs
* AHL will inform teachers of new enrolment. Compass Leader will update Compass
* If the student is to be enrolled, the parent/guardian is advised that they will need to inform the previous school of their date of exit and their date of enrolment at Dandenong High School. Their previous school will send a Transfer Note to Dandenong High School
* Upon acceptance of enrolment, the parent/guardian will be asked to proceed to the Finance Office to deal with administrative matters including the payment of voluntary school contributions

**Resources required:**

* + Office staff to receive initial enrolment enquiries
  + Whole School Operations officer/EAL Transition Leader are responsible for the initial procession of all enrolment enquiries
  + Enrolment documentation/fee sheets, uniform requirements
  + Student handbooks

**Enrolment process ESO**

* Receive the completed enrolment form from Whole School Operations officer/EAL Transition Leader
* Photocopy Birth Certificate, Passport, Travel Documents, Visa Documents
* Enter the student details on Cases 21
* Enter the new enrolments into Office Enrolment/Administration register.
* Email ESO, Relevant House Student Administrator, Asst. House Leader, A.P. House Leader, Compass Leader, Technicians, LRC, Senior School Pathways Leader, Junior School Pathways Leader, EAL Transition Leader, Whole School Operations officer, VASS Coordinator(Years10-12) & Administration Officer( new file) the details of the new students e: Name, DOB, Gender, Code, Parent Name, Address, Telephone, Home Group, Date of Arrival in Australia, Foundation student
* Give the completed Student Information form booklet and reports to the appropriate House

**Evaluation:**

**This Policy will be reviewed as part of the school’s three year review cycle.**

**School Council Endorsement Date 18th August 2015**