



Alkira
Secondary College

Personalised learning for all. Respect for the individual learner.

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ENROLMENT POLICY

Rationale:

All children enrolling at our College deserve a smooth transition that enables them to become part of our College with a minimum of disruption and maximum support.

Aims:

To provide an efficient process of enrolment that satisfies the needs of both students and the College.

Implementation:

- Alkira Secondary College possesses an enrolment boundary. All children who live within this 'enrolment zone' are eligible to attend our College automatically. Parents with children who live outside the College enrolment boundary may apply as a CAT 3 or CAT 4 enrolment, which the Principal will determine the merits on a case by case basis.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit of South Eastern Region (DET)
- Information regarding the enrolment of a student with English as their second language can be obtained from South Eastern Region (DET)- EAL branch.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- Where applicable, parent(s) and guardian(s) need to sign the 'Confidential File Transfer Form' that will allow the confidential welfare documentation to be released from the previous school to our College.
- An enrolment enquiry form needs to be completed by the parent.
- Our enrolment co-ordinator will contact leaders of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The Principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.
- Our enrolment co-ordinator will contact the enrolling student's family or guardian regarding their enquiry after gaining the necessary information from previous school.
- The enrolment pack will contain Confidential Student Information Enrolment Form and any relevant policies, procedures and information needed to provide an efficient process of enrolment that satisfies the needs of both students and the College.
- All enrolments will require the completion of the Dept of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.

- Proof of current residence to be provided for student's file.
- Exit Papers are to be filled in before student leaves or transfers from their current school.
- Students will be allocated to classes according to a combination of class size, timetable requirements, Health and Physical Education requirements and student needs.
- The enrolling student and their family or guardian(s) will attend a meeting/s before enrolling, which will cover enrolment documents, processes and information about curriculum. Other meetings may be organised at the request of the Principal, Welfare coordinator or Parent(s) / Guardian(s).
- On commencement at the College, students will be required to be in Alkira Secondary College uniform as listed in the Uniform Policy, Terms 1 and 4 summer uniform or alternatively Term 2 and 3 winter uniform. Students are also required to have the appropriate textbooks as listed in the College book list.
- Students will be informed of allocated Home Group and Sub-School on enrolment. Students will be provided with a locker, timetable and any other appropriate information on enrolment date.

Evaluation:

This policy will be reviewed as part of the College's three-year review cycle.

This policy was last ratified by School Council in **June 2016**