

# Enrolment Policy

## Policy Scope

This policy relates to ACC Darling Downs Ltd.

## Policy

ACC welcomes students who want to be a part of a Christian learning community and who are able to support the ethos of the College and the College's policies and procedures.

On enrolment, ACC requires parents/guardians to acknowledge that they will adhere to the terms and conditions specified in the enrolment contract.

The purpose of this policy is to document:

1. how the College helps parents and students to learn about the College
2. the process for enrolment for on-campus students
3. the process the College follows in adherence to the *Disability Standards for Education 2005 Act*.
4. the process for leaving the College

## Definitions

1. **Enrolment Contract** - The Enrolment Contract is located in the Enrolment Application which is publically available on the [College website](#).
2. **Ethos of the College** - ACC is a Christian College. A description of what this means is publically available on the [College website](#).
3. **Policies & Procedures of the College** - The policies and procedures of the College are located on the [College website](#).
4. For additional definitions relating to Students with Disability, refer to [The Enrolment Procedure for Students With Disabilities](#).

### **Interested parents & students can learn about the College by:**

1. Visiting the College's website located at: [College website](#)
2. Watching the videos that the College has created
3. Reviewing the information provided on College fees
4. Speaking to the Enrolments Officer on the phone
5. Visiting the College as a part of a College event especially for prospective parents and students
6. Meeting with the Principal
7. Book a tour of the College
8. Visiting the College's facebook page

### **The Enrolment Procedure**

If the application for enrolment is regarding a student with disabilities, refer to the section below - [The Enrolment Procedure for Students With Disabilities](#).

1. Parents who wish to apply for enrolment may complete the Enrolment Enquiry Form on the College website or contact the College office via the phone, email or in person.
2. The Enrolments Officer (EO) will contact the interested parent(s) to organise a time for an interview with the Principal.
3. The purpose of the interview is to provide an opportunity for the Principal to learn about the needs of the student and for the parent(s) to learn about what the College provides. Parents and students may also wish to tour the College with the Principal at the conclusion of the interview.
4. For the application to proceed, the parent(s) must indicate their intention to apply for enrolment by:
  - a. Completing the enrolment form
  - b. Completing the fee payment form
  - c. Agreeing to the terms and conditions in the enrolment contract
  - d. Supply all necessary documentation i.e Birth certificate etc
5. The EO completes a Collection of Student Information (COSI) form for the Principal to review.
6. The enrolment application outcome can be:
  - a. Approved
  - b. Approved for the waiting list
  - c. Approved with Reasonable Adjustments
  - d. Denied
7. The College will inform the parent(s) of the outcome via a letter.
8. A second interview will be held to complete the Assisting Student Transition Form (AST)
9. Transfer Documents are sent to the previous educational institution

## **The Enrolment Procedure for Students With Disabilities**

### **Definitions**

The purpose of this procedure is to ensure that students with disabilities at the College are able to participate in the learning program on the same basis as students without disabilities.

### **The College defines 'on the same basis' as follows:**

1. 'On the same basis' means that a student with disability should have access to the same opportunities and choices in their education that are available to a student without disability.
2. 'On the same basis' means that students with disability are entitled to rigorous, relevant and engaging learning opportunities drawn from the curriculum and set in age-equivalent learning contexts.
3. 'On the same basis' does not mean that every student has the same experience but that they are entitled to equitable opportunities and choices to access age-equivalent content from all learning areas of the curriculum.
4. 'On the same basis' means that while all students will access age-equivalent content, the way in which they access it and the focus of their learning may vary according to their individual learning needs, strengths, goals and interests.

### **A 'student with disability' means:**

1. total or partial loss of the person's bodily or mental functions; or
2. total or partial loss of a part of the body; or
3. the presence in the body of organisms causing disease or illness; or
4. the presence in the body of organisms capable of causing disease or illness; or
5. the malfunction, malformation or disfigurement of a part of the person's body; or
6. a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
7. a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour

### **A 'reasonable adjustment' is:**

An 'adjustment' is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

### **What kind of advice would be required by the College to assist in the ability to determine a reasonable adjustment?**

1. previous College or preCollege reports, noting current achievements and areas of need
2. psychologist's report documenting functional skills and recommended strategies for working with the student
3. speech pathologist's report documenting receptive and expressive language skills and any recommendations for programs or technology in the classroom

4. occupational and physiotherapy reports documenting self help skills and mobility, including assistive technology reports recommending equipment and access audits regarding access to premises
5. medical specialist reports identifying issues which need to be considered by the College
6. vision and hearing reports documenting level of functioning and recommended strategies

### **The Enrolment Procedure for Student(s) with Disability**

1. Parents who wish to apply for enrolment may complete the Enrolment Enquiry Form on the College website or contact the College office via the phone, email or in person.
2. The Enrolments Officer will contact the interested parent(s) to organise a time for an interview with the Principal.
3. The purpose of the interview is to provide an opportunity for the Principal to learn about the needs of the student with disability and for the parent(s) to learn about what the College provides.
  - a. The parents will provide a background to the student with disability including (where applicable) strategies that have been used to provide a reasonable adjustment.
  - b. If the Principal and the parent(s) decide that a reasonable adjustment can be made with no further investigation, the Principal will note the discussion and reasonable adjustment will be included in the enrolment application outcome letter if the parent(s) decide to indicate their intention to enrol and there is a place available for the student.
  - c. The Principal can decide that there is a need for a follow up meeting so that the following can occur:
    - i. The parent(s) may be required to seek professional advice on the nature of reasonable adjustments in the context of the College.
    - ii. The Principal may consult with members of the executive team to discuss possible reasonable adjustments that could be made.
4. The purpose of the follow-up meeting is to allow for further discussion about the reasonable adjustments that need to be made for the student with disability.
  - a. The meeting will be documented and the Principal will attend with at least one other member of staff.
  - b. The parent(s) will provide information requested by the College to assist in the discussion.
5. For the application to proceed, the parent(s) must indicate their intention to apply for enrolment by:
  - a. Completing the enrolment form
  - b. Agreeing to the terms and conditions in the enrolment contract
  - c. Supply all necessary documentation i.e Birth certificate etc
6. The EO completes an On Campus COSI (Collection of Student Information) form for the Principal to review.

7. The enrolment application outcome can be:
  - a. Approved
  - b. Approved for the waiting list
  - c. Approved with Reasonable Adjustments
  - d. Denied
8. The College will inform the parent(s) of the outcome via a letter.
9. A second interview will be held to complete the Assisting Student Transition Form (AST)
10. Transfer Documents are sent to the previous educational institution

### **Appeals Process**

If the parent(s) is not satisfied with the the outcome of the enrolment application, they are able to appeal via the Complaints Policy.

**What if I would like to leave the College?**

1. In the enrolment contract, parent(s) are required to provide six term weeks notice to the College if they intend to leave. The terms and conditions for this are listed in the contract.
2. Parent(s) must provide the next College destination of students who are under the age of seventeen.
3. Failure to do so will result in the following:
  - a. A Department of Education officer with home College liaison responsibilities will be notified of the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, and an indication of possible destination.
4. Parent(s) must complete the Withdrawal Form as notification of formal withdrawal.

**Documentation**

1. Enrolment Application Forms (Online & PDF) available on the College website
2. College Fee Payment Form available on the College website
3. Withdrawal Form

**Policy Review**

On change of legislation or at the discretion of the College Board of ACC Darling Downs Ltd.

**Policy Version**

5.0