Enrolment Policy and Procedures

July 2022

Summary

This policy applies to Community Language Schools SA and all member schools.

Table 1: Document Details

Policy Number	**ES07**
Related Policies	ES04: Grievance and Complaint Policy and Procedures ES06: Student Code of Conduct Policy ES07A: Student Enrolment Application Form ES07B: General Student Health Support Form ES10: Personal Information and Photograph Release Policy ES11: Communication Policy and Guidelines ES12: Principal Job Description Policy ES20: Data and Information Management Policy ES16: Adult Student attending Community Language Schools Policy ES34: Student Attendance Policy ES36: Excursion and Incursion Policy ES37: Medication and First Aid Policy and Procedures ES37A: Medical Management Forms ES40: Special Needs Policy ES41: Gender Identity Policy and Guidelines ES42: Student Personal Care Policy and Guidelines ES47: Immunisation and Infection Control Policy and Guidelines (including Covid-19)
Version	2.3
Created by	CLSSA Policy Officer
Reviewed by	CLSSA Executive Officer
Applies to	All Community Language Schools
Key Words	Enrolment; Online enrolment; Unique URL cancelling of enrolment; Emergency contacts; Photographs; Family court orders; *Privacy Act 1988*;
Status	Approved
Approved By	CLSSA Board *(Administrative updates approved by Executive Officer)*
Approval Date	July 2022
Review Date	December 2023
Notes	Version 2.3- Administrative and specific content update

Table 2: Revision Record

Date	Version	Revision Description
November 2016	1.0	New policy developed
February 2017	1.1	Addendum to parents' responsibility regarding signing form
30th June 2019	2.0	• Modifications to enrolment form • Declaration incorporated into enrolment form; enrolment form deleted from policy and in separate document • Additional responsibility for Principals • Relevant Documents update to include web address • Addendum related policies • Policy numbers added • Department of Education and Child Development to Department for Education) • Amend policy to make it generic by replacing individual school details with "Ethnic and Community Language Schools" • Added **ES10** and **ES36** to Document Details table • Added the mention of Privacy Act 1988, Information Privacy Principles and Child Protection and Information Privacy Principles (IPPs) Instruction • Changes in 'Created By' and 'Reviewed By' in Table 1; Changed Contents to Table of Contents; Changed 'Further Documentation and Responsibilities'; Added references; Added new key words; Reformatting of table titles; Formatting of policy • Added **ES07A**: Student Enrolment Form
January 2021	2.1	• Policy name change from Enrolment Procedures Policy to Enrolment Policy and Procedures • Removed key word- IPP (and any reference to it) • Created **ES07B**: General Student Health Care Plan
December 2021	2.2	• Added policies in 'Related Policies' (Table 1) • Amend content in whole policy to include the new online enrolment and attendance system • Changed '**ES07A**: Enrolment Form' to '**ES07A**: Student Enrolment Application Form' • Created **ES07C**: "Trial" Lesson Enrolment Form and added content regarding the form to main policy
July 2022	2.3	• Changed content in 'Students with Special Needs' regarding admission into community language school

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Enrolment Policy and Procedures

Introduction

Community Language Schools have outlined the following procedures and responsibilities regarding the enrolment of a student at the school. A new enrolment application form is required from each student attending a Community Language School **each year**.

From February 2021, a new online enrolment application and attendance system was introduced. Upon receiving a unique URL (https://enrolments.esasa.asn.au/?schoolid=eXYZ, with XYZ being the 'E' number for the individual community language school) from ESASA, the School Administrators then forwarded that unique URL to parents/guardians via email. The parents/guardians then fill in the required details and submit the online enrolment application form.

The link to the online enrolment application form can be found on the top right of ESASA's website (www.esasa.asn.au).

ES07A: Student Online Enrolment Application Form is a sample copy of the online enrolment application form.

Policy

Community Language Schools follow closely with the *Privacy Act 1988* and the Information Privacy Principles which requires Community Language Schools to collect, securely store, use, access, correct and disclose information about people responsibly and wisely.

Procedures for Enrolment

Instructions for Parents/Guardians

A prospective family wishing to enrol their child/children at a Community Language School would be invited to visit the school. The principal will spend time showing the family the school, explaining how it functions, the policies, communication procedures and answer any questions they may have.

For the returning students, the School Administrators will forward the unique URL to parents/guardians for them to fill in the online enrolment application form. The same goes for a new family who wants to enrol their child/children; the unique URL will be sent to the parents/guardians via email by the School Administrator.

When applying to enrol a student, the parents/guardians should have the following information available:

- Date of birth

- Country of birth

- Mainstream school/pre-school facility (once entered the year level field activates)

- Mainstream school/pre-school Year level

- Special circumstances or needs that the student may have (if applicable)

- Medical information

- Emergency contact names and mobile numbers

- Court orders to be attached (if applicable)

When completing an enrolment application form, the parents/guardians must enter information for those fields marked with an "asterisk" (i.e. compulsory information).

Referring to **ES07A:** Student Enrolment Application Form, there are 3 pages to be filled which are:
Student Details which consists of fields containing student Information, mainstream school details, medical information, special circumstances/needs and family court orders.
It needs to be noted that:

- If the student is not yet at a mainstream school or pre-school, the "Not Yet Enrolled" response should be provided in the dropdown "School Name" field.

- For those students approved for home schooling, there is also a "Home School" dropdown response available.

- If the mainstream school/pre-school cannot be found, we suggest using the "Home School" response. This is because all home-schooled students will be required to provide additional information during term 1 (which we will request separately) and a correction can be made at that time to add a mainstream school.

Parent Details which consist of fields containing the parents/guardians information and emergency contact. Parents/guardians are required to nominate at least one emergency contact, who is not the parents/guardians, but who has authority to be contacted in an emergency if staff are unable to contact the parents/guardians.

Declaration and Consent which consists of fields providing various declaration and consent details.

- For the signature, if a parents/guardians is signing on a tablet or a Smart Phone you can use your finger to sign. Instead, if signing on a desktop or laptop use a mouse to sign. There is an option to upload a photo or a scan of your signature.
An "Admin" user will accept or reject a student enrolment application (see procedure below).

All children must be enrolled **before** they can commence their studies at a Community Language School. The online enrolment forms must be duly completed and returned signed by the parents or guardians.

Instructions for Community Language School Administrators

The URL to login to the administration screens will be sent to the individual Community Language School. Please follow the instruction to get into the system.

Once a Community Language School has received a completed online enrolment application form, principals/teachers will determine the level of student competence and assign students to their respective classes.

Community Language Schools may opt to charge school Fees. The school authority will decide the amount of school fees and whether this policy should be changed at its annual general meeting. For any given year a Community Language School may restrict enrolments depending on the availability of teachers, school personnel and volunteers. If enrolment is unavailable, students may be put on a waiting list to be notified if a vacancy at the school becomes available.

Students with Special Needs

Community Language Schools will consider all enrolments and will endeavour to meet the physical, social, emotional and intellectual needs of all students. If a child has special requirements, the principal will meet with the prospective family to discuss how the school can accommodate the needs of the child. All efforts will be made to accommodate students with special needs. However, if the principal reasonably believes that the school cannot meet the needs of prospective students due to the safety of the student or in any way it is outside their capacity to do so, the school will then contact the Executive Officer of ESASA to negotiate further enrolment alternatives.

For further information please read **ES40:** Special Needs Policy.

Cancelling of Enrolment

Community Language Schools require notice from the parents/guardians who wish to withdraw their child or children from a school. Parents are requested to contact the principal if they no longer wish to have their child enrolled at a Community Language School.

Trial Lesson *Before* Enrolment

Community Language Schools may have parents/guardians that wish for their child/children to try out one or more lessons before enrolling their child/ children in the school.

The **ES07C**: "Trial" Lesson Enrolment Form was created for this purpose.

This form is to be completed by parents <u>before</u> their child/children attend a trial lesson. If the parents wish for their child/ children to attend a second or subsequent trial lesson, a new **ES07C**: "Trial" Lesson Enrolment Form must be completed on each occasion <u>before</u> the commencement of the trial lesson. Parents/guardians may request for their child/ children to experience up to <u>three</u> "trial" lessons in a Community Language School. Once the parents/guardians have decided to enrol their child/children, a unique URL of the online enrolment application form will be sent to the parents/guardians to be completed. Parents/guardians are not obligated to enrol their child/children after attending these trial lessons.

Responsibilities

It is the responsibility of the Principal and/ School Administrator to:

- Ensure all families have received the unique URL to enable the families to complete an online enrolment application form
- Make sure that the enrolment system is updated, i.e., student application, teacher details and attendance is marked as required
- Ensure that all documentation with personal information is stored securely and safely as per the requirements of the Privacy Act
- Ensure that any information that is collected upon enrolment is not be released for any form of commercial gain as per the requirements of the Privacy Act
- Ensure that all students and/or parents are made aware of the relevant school policies and procedures.

It is the responsibilities of the parents to:

- Complete the online enrolment application form accurately and submit it upon completion
- Inform the school if the contact details change and ensure that the school has an accurate contact number for all emergency contacts including parents/guardians at all times.
- Provide up-to-date and accurate information about medication and health issues
- If a student has a medical issue, a medical action plan must be provided to the school (refer **ES07B**: General Student Health Support Form)
- Inform the school of any changes to any existing family court orders or if a family court order is rescinded

- Read, sign and return to the school the following forms -
  - Acceptable use of Information and Communication Technology (if requested)
  - Code of Conduct for students
  - Permission to Give Food Treats (if requested)

References and Other Documentation

- Australian Government: Federal Register of Legislation (August 2017) *Privacy Act 1988*: *Privacy Act 1988* (legislation.gov.au)