

Enrolment Policy

“The School’s policies which are made from time to time are made pursuant to the requirements set out in section 47 of the [Education Act 1990 No 8 \(NSW\)](#) and of the NSW Education Standards Authority (NESA) requirements for registration of the school.”

1. PURPOSE

To guide staff in the selection of students for enrolment at Warakirri College, acknowledging that the College aims to assist young people to reconnect with education and complete their schooling.

2. SCOPE

This policy applies to all Warakirri College staff involved in the process of enrolling new students.

3. DEFINITIONS

NESA An independent statutory authority reporting to a Board and the Minister with legislated authority over, amongst others: teacher accreditation, teaching standards, the College curriculum and registration/accreditation of schools.

4. REFERENCE

[Education Act 1990 No 8 \(NSW\)](#), specifically section 47

5. POLICY

5.1. Selection

- 5.1.1. Warakirri College primarily seeks to support students suffering from social or financial disadvantage, medical, psychological or emotional challenges or who have become disconnected from mainstream education.
- 5.1.2. Warakirri College cannot cater for students who are functionally illiterate in English or who require intensive behaviour or health support. Access to a Counsellor is available to all students who are enrolled in the College.
- 5.1.3. All students who apply to attend Warakirri College will be required to attend an interview as part of the application process. If practicable a Parent / Guardian / Caregiver/Case Worker is required to attend to learn about the College and contribute to the information shared. Candidates 18 years or older may be able to attend an interview alone. Candidates under 18 must be accompanied by a responsible adult.

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- 5.1.4. Applicants are expected to make a full disclosure of relevant details at the interview. If a student is accepted and undisclosed information relevant to the acceptance decision becomes available, then the student's enrolment may be reviewed at the discretion of the Head of Campus or Principal.
- 5.1.5. A student's acceptance into the College is dependent on their presentation at the interview, the documentation they provide and their demonstrated ability to work within the policies and philosophy of Warakirri College
- 5.1.6. All applicants must provide proof of age and evidence of Australian citizenship or permanent resident status or a 200 or 202 class visa. Photocopies of the supporting documents are placed in the student files.
- 5.1.7. Acceptance into the College's Distance Education program is based on the following criteria:
- Regardless of several interventions, the student is unable to regularly attend and engage in face-to-face learning at a Warakirri Campus.
 - The student has a confirmed medical diagnosis and their GP or specialist has recommended studying via distance education for health/mental health reasons (written confirmation required).
 - The student has an unforeseen or unique circumstance that prevents their attendance at College.

5.2. Enrolment

- 5.2.1. Students enrolled at Warakirri College may be required to undergo Literacy and Numeracy assessment or other cognitive testing, if the teaching staff deems it necessary. This assessment may be conducted before enrolment or post-enrolment at the discretion of the relevant teaching staff.
- 5.2.2. Except in exceptional circumstances, (e.g. Refugee status) prospective students are required to provide evidence of prior learning and a copy of the most recent College report from the last College they studied at. If necessary, Warakirri College will contact the past College to confirm details of the prospective student's enrolment and reasons for leaving or to obtain a copy of the report. Where required, further contact may be made with other relevant organisations before a student's enrolment application is accepted.
- 5.2.3. Students entering Year 10 enrolment must demonstrate that they have had significant participation in year nine studies, or equivalent or that they are suitable for Year 10 enrolments as determined by the Principal or Head of Campus.

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5.3. Acceptance

- 5.3.1. Successful applicants will receive a letter confirming their enrolment.
- 5.3.2. Copies of all supporting documents and credentials provided by the student are kept in the student's file.

5.4. Monitoring

- 5.4.1. Warakirri College teachers monitor the progress of individual students including those enrolled in Distance Education. Teachers review all students weekly to check they are returning course work regularly.
- 5.4.2. For students younger than 17 whose attendance is identified as being less than 50% the Head of Campus/Distance Education Coordinator will ensure that a broad range of strategies are put in place to support the student.

For 'On Campus' students these may include:

- An attendance transition plan
- Regular meetings with parents/carer/guardians
- Ongoing communication from the Head of Campus and Counsellor

For Distance Education students these strategies may include:

- A part-time program for Year 10 i.e. a student does some of the required courses in a year
- A Years 11- 12 pathways program i.e. a student completes Stage 6 over three years
- Ongoing communication from Warakirri's Wellbeing Team Staff via phone, email and home visits.

5.5. Continued enrolment

- 5.5.1. Continued student enrolment 'On Campus' is conditional on regular attendance, adherence to the student code of conduct and regular completion of schoolwork.
- 5.5.2. Continued student enrolment in Distance Education is conditional on the student's regular completion of schoolwork or engagement in their individual learning plan.

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5.6. Withdrawal

- 5.6.1. Warakirri College recognises the commitment they ask of their students will not suit everyone's needs and respects the right of any candidate to withdraw their application for inclusion in Warakirri College.
- 5.6.2. If a candidate chooses to withdraw their application for enrolment this does not mean they cannot apply again at a later date.
- 5.6.3. Should a student withdraw their enrolment at the College, following a period of attendance, the College will consider a request to re-enrol, at the discretion of the Principal.

5.7. Termination of Enrolment

- 5.5.1 Refer to the Termination of Enrolment Policy.

6. MONITORING AND REVIEW

The Senior Leadership Team monitors the implementation of this policy, regularly reviews its contents to ensure relevance and accuracy, and updates it biannually.