POLICY NAME	Enrolment Policy		
POLICY NUMBER	WCC 009	**VERSION**	4
INITIAL DATE	21/03/2022	**REVIEW DATE**	16/08/2023
POLICY STATUS	☒ Active ☐ Under Review ☐ Under Development ☐ Obsolete		
APPROVED BY	The Board		

Purpose Statement

William Campbell College is a purpose-built special assistance school that offers a holistic education system to support students whose specific needs are not being met by mainstream education. The College fosters stability, growth and achievement within the lives of students through a supportive, Christian educational environment.

The College caters to a range of students who may have suffered trauma or experienced time in out-of-home care, as well as students who may be disengaged from school or struggling in mainstream education due to a range of social, emotional, behavioural or learning difficulties.

Rationale

This policy provides guidelines for enrolment at William Campbell College. It seeks to acknowledge the vision of the College to provide stability, growth and achievement in a Christian learning environment.

While the Policy is as comprehensive as possible, there will inevitably be some situations which are not explicitly covered. In such instances, it is the principal's responsibility to decide the appropriate course to take.

Enrolment Criteria

Our enrolment criteria are established to reflect the ethos of the William Campbell College. Consequently, we seek to enrol students whose parents and carers understand and are supportive of the Christian aims and objectives of the College and who we determine to be best able to benefit from the programs we offer at William Campbell College.

As a special assistance school, enrolment at the William Campbell College is dependent on the student satisfying, and continuing to satisfy, the criteria for enrolment as outlined in the following.

To be eligible to enrol students must:

- Be primary school aged (Years Kindergarten to Year 6)
- Be an Australian citizen, a permanent resident of Australia or hold an eligible Australian visa.
- Require adjustments to access learning opportunities and experiences

Students may meet one or more of the following criteria:

- Are currently experiencing, or have experienced time in out-of-home care
- Are experiencing social-emotional or behavioural difficulties
- Have a diagnosis and description of behaviour that is characteristic of mental health problems in the areas of trauma, anxiety, depression or post-traumatic stress disorder
- have gaps or disruptions to their learning due to; *for example* poor attendance, moving between schools, suspension or disengagement from schooling.

Students seeking enrolment at William Campbell College must provide necessary supporting documentation for their application to be considered.

Documentary evidence ***may*** include:

- Description of behaviour impacting learning
- Description and/or diagnosis of behaviour that is characteristic of mental health problems as listed in the DSM-V in the area of anxiety, depression and post-traumatic stress disorder
- Description and frequency, duration and intensity of behaviour in the home, school and community to a level that seriously affects educational functioning and emotional wellbeing
- Description of the impact on the student's education and a list of strategies to address the student's needs at home and at school.
- Attendance records
- Copies of any relevant reports form psychologists and counsellors
- Copies of any relevant court orders that have an impact on the enrolment of the child at the school
- Copies of the child's two most recent school reports
- Copies of most recent Behaviour Management Plan, Individual Learning Plan or Personalised Learning and Support Plan
- Referral letter from current principal or teacher

William Campbell College reserves the right to limit the number of students within the program to ensure that the mix of students is suitable to achieve the goals and purposes of the College. When a position becomes available, the decision on how to fill the vacancy is based on a range of considerations including that of students needs and if the implementation of the required adjustments would result in unjustifiable hardship for the College. Priority is given, but not limited to, students in out-of-home care.

Procedures

Applications for Enrolment

Step 1: Complete the Enrolment Enquiry Form

Applicants submit an *Enrolment Enquiry Form* by phone, email, or the College website. Once this enquiry is received, staff will contact applicants to organise a college tour and discuss the enrolment process. If a student meets the eligibility criteria applicants will be provided with the *College Application for Enrolment Form*

<u>Step 2:</u> Complete the *College Application for Enrolment Form*

Applicants complete and return the *College Application for Enrolment Forms* providing all necessary detail.

William Campbell College's principal will first determine whether the student's needs meet the criteria for entry to the College. To do this, the College will need to gather information and consult with parents or carers, agencies, and other relevant persons for the purpose of identifying and determining what reasonable adjustments need to be made to cater for the student's needs.

Filling a school vacancy

If enrolment criteria are met, and student positions are available, an enrolment interview will be arranged.

If no enrolment position is available, students will be added to the waitlist. When a position becomes available, all students on the waitlist who can potentially fill the vacancy will be considered. The decision about how to fill the vacancy is based on a range of considerations. When a position becomes available an enrolment interview will be arranged.

<u>Step 3:</u> Enrolment Interview

Students, carers, and agency representatives must attend a formal enrolment interview and students to attend a trial day at the College. Consideration will be given to each applicant's responses regarding his/her situation and ability and willingness to support the College's ethos.

<u>Step 4:</u> Enrolment Decision

The College will inform the applicant of the outcome of the application in writing.

<u>Step 5:</u> Securing Enrolment

Once an offer has been made carers/agencies must submit the *'Acceptance of Offer form'*, signed by the carers and relevant agency. In doing so they are agreeing to the conditions of enrolment outlined in the letter of offer and schedule of fees.

Ongoing Enrolment
Ongoing enrolment is pending upon compliance to the College ethos and expectations, the ongoing collaboration between the College, parents/carers, students as well as other relevant agencies, as well as the payment of all due fees.

Withdrawal from School
If the parent/carer intends to withdraw a child from the College, they are required to give the College Principal one term's notice in writing. If notice is received less than one term, 1 month of school fees will be payable in lieu of notice.

FORMS/RESOURCES ASSOCIATED WITH THIS POLICY

Form/Resource Name
College Application Agreement

Enrolment Application Form
Data Collection Form
Medical Information Form
Individual Student Profile (Teacher/Caseworker)
Individual Student Profile (Parent/Carer)

POLICY HISTORY:

DUE FOR REVIEW	10/10/2023