Mountain District Community College

Policy & Procedure Document

Policy number	3.1	Version	1.1
Drafted by	J. Claringbold	Approved by Board on	11/05/2021
Responsible person	Principal	Scheduled review date	11/05/2024
Policy Area	Education		

Title: Enrolment

Purpose:

To provide a framework for enrolment at Mountain District Community College (MDCC) and to ensure requirements for enrolling are well communicated and procedures are in place to meet legislative requirements.

Enrolment Philosophy:

All potential students, their parents, guardians and advocates who are contacting MDCC will be treated with fairness, dignity and respect when applying for enrolment at MDCC. They will not be discriminated against on the basis of gender, sexual orientation, race, religion, disability or financial impediment when applying for enrolment.

MDCC recognises the diverse backgrounds and differing needs of eligible students and seeks to accommodate this diversity. MDCC will ensure that eligible students with social/emotional disorders or disabilities and/or learning difficulties or any other stated barrier will be accommodated, wherever possible. Any reasonable adjustment will be made to reduce barriers, which might otherwise prevent a person from achieving progress in their education.

Enrolments at MDCC are accepted throughout the year.

Part 1 – Eligibility

As a Specialist Independent School enrolment at MDCC is open to young people who:
- Are of an age appropriate for Senior Secondary Education (15-20 years).
- Have experienced a period of disengagement from mainstream schooling.
- Are at risk of disengaging from mainstream schooling.
- Are unable to, or unsuited to attending their local government secondary school.
- Have not yet completed a Senior Secondary Certificate.
- Will benefit from the alternative approach to education that will be provided by MDCC.
- Show a commitment to engage with education, and have an ambition to continue their education pathway.

MDCC enrols students with the reasonable expectation that they will be able to complete the course successfully. However, sometimes students may need special provision to successfully achieve this. Students who may be eligible include students who are adversely accepted by:
- Acute or chronic illness (physical or psychological)
- Any factors relating to personal environment
- An impairment or disability including learning disabilities

MDCC identifies students eligible for special provision at enrolment via the enrolment interview with the student and/or parent, through the student intake interview with the Senior Youth Worker,

discussion with the previous place of learning and a formal literacy and numeracy assessment. Student wellbeing needs are documented on the Student Wellbeing Plan which is used to inform the student's Individual Learning Plan which will detail special provision.

Note: Maximum numbers apply for most classes and waiting lists will be maintained to offer places when vacancies occur.

Part 2 - Referral and Application

For enrolment at MDCC, a referral form must be completed as part of the application process:
- Parents/Guardians may refer the student and student's over 18 may self-refer or be referred by their home school or a support organisation, psychologist or similar.

Application

An interview will be held with the Principal to ascertain the suitability of enrolling at MDCC. An adult must accompany students under the age of 18 years. The prospective student and parents or referring parties will be provided with:

- An overview of the Education Pathway available at MDCC.
- A tour of the physical environment of MDCC.
- An opportunity to meet teachers and other staff members.

Information will be provided to applicants and will include:
- An outline of the Victorian Certificate of Applied Learning (VCAL) education pathway.
- Details of any third party that will provide elements of any training, including VET or Industry components of VCAL.
- Details of student fees including the deposit required, resources and amenities cost and any other costs associated with enrolment.

Part 3 – Selection

The Principal will make the final determination on the suitability of the enrolment taking into consideration:
- the prospect of positive integration and successful engagement with the educational environment at MDCC;
- the information provided in the referral form and the student's recorded need for a specialist education pathway;
- the student's history of disengagement and the barriers they have to attending mainstream schooling.

Enrolment decisions are not subject to appeal.

Part 4 - Enrolment and Completion of forms

Applicants will be contacted to confirm that a place at MDCC is offered to the student. An Enrolment Form and Enrolment Agreement will be completed and signed by the applicant. An adult with legal authority must sign application and enrolment documents on behalf of the student.

The Enrolment Form will include:

1. Student name
2. Student birth date and age
3. Student address
4. Student class/level
5. Name and contact details of parent/guardian
6. Date of enrolment
7. The Victorian Student Number allocated to the Student (VSN)

Additional information will be included on the student enrolment details register, as it becomes apparent including:

1. Details of wellbeing information, medical conditions and potential barriers that may require special consideration.
2. Level of VCAL for enrolment.
3. Enrolment end date.
4. Any identified destination or pathway information.

Part 5 – Assessment and Induction

Assessment of Learning

Once a student's enrolment is confirmed, arrangements will be made for the Learning, Literacy and Numeracy assessment to help to determine the most appropriate level of VCAL for enrolment (Foundation, Intermediate or Senior). The assessment includes general questions regarding preferred learning styles and how learning can be assisted. This information assists in developing the student's Individual Learning Plan so teachers and support staff can respond to the student's learning needs.

Interview with MDCC Senior Youth Worker

An interview with the MDCC Youth Worker will be help to determine wellbeing information including the student's referral contacts/external support workers and/or medical conditions. This information will help to identify any additional needs. This information will be documented on the Student Wellbeing Plan and will help to tailor additional wellbeing support measures that may be required to assist the student's health and psychological needs whilst attending MDCC.

Information for commencement

Students (& parents/guardians) will be provided with:

- A timetable
- A MDCC Handbook detailing:
    - Curriculum
    - Student code of conduct
    - Complaints and Appeals procedures
    - Privacy information
    - Other MDCC policies and information as deemed appropriate.

Privacy

The MDCC Information Collection Statement will accompany the Referral Form, Student Wellbeing Referral Form and Enrolment Form. Parents/Guardians/Students are directed to the full MDCC Privacy Policy which is available on the MDCC website.

Processing of Enrolment Forms

Completed enrolment form and associated documents are to be forwarded directly to the Business Manager.

The Business Manager will ensure:

- that all requirements for enrolment are complete;
- that documents and records are secured in accordance with privacy requirements;
- that student details are included on the student enrolment details register.

Associated documents:

- Privacy Policy
- Complaints and Grievance Policy
- Bullying and Harassment Policy
- Student Behaviour Management Policy
- Anaphylaxis Management Policy
- MDCC Information Booklet
- MDCC Handbook
- MDCC Collection Statement
- Referral Form
- Student Wellbeing Referral Form
- Enrolment Agreement
- Enrolment Form
- Medical Information Form