

Enrolments Policy

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safe Standards as specified in Ministerial Order No. 1359 (2022)***

1 Preamble

- 1.1 The Currajong School (the **School**) is a Victorian independent specialist primary school for students from Prep to Grade 6. The School provides a positive and therapeutic school experience for children presenting with significant social, emotional, and behavioural difficulties. The educational program at our school has been designed to meet the needs of these young students, with social-emotional learning as an integral component of the curriculum.
- 1.1 The School offers alternative educational for students with certain diagnosed additional needs, who have difficulty in engaging in mainstream school systems. The School's educational program affords students an opportunity to be educated within a specialist setting, which adheres to the principles of mainstream and special educational practice.
- 1.2 Enrolment is typically for a duration of up to three years, with the option of reduced or increased enrolment in consultation with the Principal.
- 1.3 The School is non-denominational, co-educational and is not zoned.

2 Purpose and scope

- 2.1 The School runs an educational program for students from Prep to Grade 6 which:
 - (a) is based on the Victorian Curriculum Foundation to 10 priorities and standards (or equivalent if superseded)
 - (b) prepares students for inclusion into mainstream settings (where suitable);
 - (c) is implemented through a personalised planning process, with an individualised focus on the development of Social and Emotional Capabilities,
 - (d) believes that all students can reach their unique potentials through carefully designed programs in a safe, yet challenging environment.
- 2.2 This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the School, including specifically the School's approach to inclusivity.

3 Aim and Key Principles

3.1 Through this policy, the School aims to:

- (a) Maintain an open and fair procedure for the enrolment of students seeking enrolment to the School.
- (b) Ensure the procedure for enrolment to the School is fair, transparent and not unlawfully discriminatory.
- (c) Explain clearly to prospective parents/guardians (referred to as **parents** for convenience) the School's enrolment process (from enquiry to enrolment) and eligibility process.
- (d) Ensure that the School can provide for the educational needs of all its students in a manner that reflects the School's duty of care obligations.
- (e) Ensure the School maintains its core values.
- (f) Ensure the School complies with its commitments to supporting the differing and varying needs of its students, including by making reasonable adjustments, and providing a pastoral and learning environment that supports their known diagnoses.
- (g) Comply with the requirements of the *Education and Training Reform Act 2006* (Vic) (as amended or replaced from time to time), and other relevant legislation.
- (h) Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the child's identity, immunisation and visa status (for further detail, refer to clause 17).

3.2 To assist in achieving the above aims, the School has allocated the following responsibilities:

Position/ Roles	Responsibilities
Board	<ul style="list-style-type: none"> • Ensure the School meets its legal and regulatory responsibilities – including those which relate to inclusivity. • Review and endorse this policy. • Review and set the annual tuition fees on an annual basis and otherwise as required.
Principal	<ul style="list-style-type: none"> • Establish and implement an enrolment policy and procedure that is open, fair and complies with all school registration and other applicable legislation. • Final decision-maker in relation to enrolment decisions.

Position/ Roles	Responsibilities
Business Manager	<ul style="list-style-type: none"> • Ensure compliance with this policy. • Ensure enrolments are compliant with the School's Constitution. • Provide prospective parents with the necessary information about the enrolment processes.
Parents & Carers	<ul style="list-style-type: none"> • Read and comply with this policy. • Be willing to comply with all School policies and practices. • When seeking enrolment of a prospective student, complete the application for enrolment form as contained in the School's enrolment documentation (available on the School's website). • Be transparent when disclosing their child's additional needs (including those which are diagnosed, undiagnosed and suspected), or information which may otherwise be relevant to the School providing an education to the child, the child's welfare, or the education and welfare of other students.

4 Entry Points

- 4.1 Parents may apply for a place at the School for their child ~~and~~ at anytime, provided that their child meets the eligibility criteria and has a need for a special education placement.
- 4.2 To be eligible for admission:
- (a) To Prep, children must be 5 years of age on or before 30 April in the year they begin schooling and, in the School's reasonable opinion, is school-ready
 - (b) To the School generally, children must be school-ready, no older than 11 years of age at the time of enrolment, and under 13 years of age at all times during the enrolment.
- 4.3 In determining the school readiness of a child, the School considers a range of contextual factors, including the School's ability to meet its duty of care obligations to all students and a child's willingness to engage and learn.

5 Eligibility Criteria

- 5.1 To be eligible for enrolment, the prospective student must be either:
- (a) an Australian citizen;
 - (b) entitled to stay in Australia, or enter and stay in Australia without limitation; or
 - (c) deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

6 Entry policy

- 6.1 The School offers an alternative educational program to students with certain medically diagnosed additional needs, including:
- (a) A diagnosed severe emotional disorder (including those which require psychiatric or psychological treatment or monitoring in relation to the social, emotional and behavioural challenges).
- 6.2 In addition to the requirements in clause 6.1, prospective students must have:
- (a) An IQ range of 80 or above (as assessed by a professional).
 - (b) Cognitive function within or above the normal range of intelligence (as measured on a Wechsler Preschool and Primary Scale of Intelligence or Wechsler Intelligence Scale for Children) in order for a child to participate in, or derive a substantial benefit from the School's educational program.
- 6.3 As the School's aim is to provide an education that students can derive a substantial benefit from, and which supports a return to mainstream schooling:
- (a) A prospective student must have a prognosis that positively indicates the child's ability to reintegrate into mainstream education following enrolment at the School.
 - (b) Enrolments at the School typically do not exceed a duration of three years.
- 6.4 The School otherwise has an open entry policy. The School is committed to being inclusive, and therefore welcomes, accepts and supports those most in need. However, the School may apply the priorities for enrolment are set out in clause 7.9(d) of this policy.

7 Application Process

Get informed

- 7.1 Before submitting an enrolment enquiry form, families of prospective students are encouraged to:
- (a) Browse the School's website.
 - (b) Review this policy, and other policies and procedures available on the School's website, to fully understand the vision, mission and values that will frame a student's education at the School.
 - (c) Attend Open Days, as advertised.
 - (d) Request or download an application for enrolment form.
- 7.2 Parents can contact the School's Business Manager on (03) 9571 7869, via email at admin@currajong.vic.edu.au or through the portal on the School's website to make an enquiry and further discuss eligibility criteria, documentation, assessments and reports that are required in the enrolment process.

Submit an application enrolment form

- 7.3 An application for enrolment may be progressed by submitting a completed application for enrolment form.
- 7.4 An application for enrolment form must be accompanied by the following documentation:
- (a) A statement from a psychiatrist or psychologist confirming the need for a special education placement, as well as the need for regular treatment or monitoring (upon request, a proforma is provided for this purpose).
 - (b) A psychometric assessment as measured on a Wechsler Preschool and Primary Scale of Intelligence or Wechsler Intelligence Scale for Children.
 - (c) Recent medical evidence confirming the child's special needs diagnosis and the need for specialist education placement. If a child has ASD, the School requires the child's most recent DSM-5 diagnosis, completed by a qualified medical professional, which confirms the child's ASD diagnosis using standardised tools.
 - (d) Occupational therapist or speech assessments (completed within the past two years).
 - (e) Where applicable, any other relevant medical assessments (completed within the past two years).
- 7.5 Submitting the application for enrolment form does not guarantee a place at the School.
- 7.6 Rather, the application process enables the School to receive information from a range of sources – including the prospective student's medical team– which is used to assist the School in:
- (a) considering whether it can meet the child's behavioural, educational and welfare needs (including with regard to the School's duty of care obligations); and
 - (b) deciding whether to exercise its discretion to offer a place of enrolment.

- 7.7 Each completed application for enrolment form and accompanying documents will be considered by the School on a case-by-case basis.

Waiting lists and priority of enrolment

- 7.8 The School ultimately has discretion whether to place a prospective student on the School's waiting list, offer an online meeting, or offer a place of enrolment.
- 7.9 In exercising that discretion, the School takes into account a range of criteria, including but not limited to the following:
- (a) The date a fully completed application for enrolment form is received (noting incomplete applications will not be processed).

- (b) The information disclosed in the application for enrolment form and otherwise, during the enrolment process.
- (c) The child's observations, school trial and medical assessments and reports.
- (d) Whether the child is eligible for a priority offer of enrolment as:
 - (1) set out elsewhere in this policy;
 - (2) a sibling of a current student (noting that siblings will be prioritised provided an application for enrolment form is submitted within 26 months of the start of the school year they are due to commence);
 - (3) alumni, or children of alumni of the School; or
 - (4) the child of a permanent staff member.
- (e) The child's behavioural history.
- (f) Whether the values and beliefs of the child's family clearly align with the vision, mission and values of the School.
- (g) The age of the child, and whether this aligns with eligibility for entry.
- (h) The School's capacity, as an inclusive school, to support a prospective student's additional needs in the School environment (see below).
- (i) The merits of the application, prospective student's suitability for enrolment at the School, and individual circumstances and practical implications including the:
 - (1) number of students currently enrolled at the School;
 - (2) prospective student's family circumstances (including the willingness of the student and their parent to comply with the School's policies and procedures);
 - (3) reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan);
 - (4) School's resources and capacity to deliver an education to the student in accordance with its educational model;
 - (5) prospective student's willingness and ability to comply with the School's behavioural standards;
 - (6) prospective student's willingness and ability to derive a benefit from the School's educational model;
 - (7) prospective student's school-readiness;
 - (8) prospective student's prognosis for change and ability to integrate into a mainstream school in future;

- (9) willingness of each family to endorse the School's vision, mission and values; and
- (10) any other considerations set out in this policy.

7.10 A number of places for enrolments are kept at the Principal's discretion.

8 Parent Zoom Meeting

8.1 If and when appropriate, the School will invite the parents of a prospective student to attend a Zoom meeting with the Principal.

8.2 For families seeking entry to the School, this interview will:

- (a) enable the School to understand the prospective student's strengths, weaknesses and special needs, as well as what they and their family can contribute to the life of the School; and
- (b) enable the family to better understand the School and its approach to delivering an educational curriculum model, which is underpinned by a child's personalised plan.

8.3 Prior to the interview, families will be asked to provide the School with a number of documents, including a copy of the prospective student's current school reports (if applicable), all medical reports relating to the prospective student's needs and other assessment documentation. This documentation is typically requested either at the time parents submit an enrolment enquiry form, or shortly thereafter.

8.4 Given the nature of the Zoom meeting, the prospective student typically does not attend with their parents at this stage in the process.

9 School Tour

9.1 After the parent Zoom interview, the prospective student and their family may be invited to attend a tour of the School after-hours. This tour will provide the prospective student and their family with the opportunity to view the School's grounds, facilities and classroom environment.

10 Observations

10.1 If the School decides to progress an enrolment enquiry beyond the online meeting stage, the School will arrange for the Principal or a member of Allied Health to attend the prospective student's current school, kindergarten or educational facility to conduct observations.

10.2 The purpose of the observation is to allow the School to understand the prospective student's needs and challenges, and supports required to facilitate their participation in the School's educational program.

11 Trial sessions

11.1 After the above process and observations have occurred, the prospective student may be invited to attend trial sessions at the School.

- 11.2 The trial sessions will see the prospective student placed in a class similar to where they may be enrolled.
- 11.3 The trial sessions are typically for 5 days if the prospective student is enrolled in a school at the time of seeking enrolment at The Currajong School, or 10 days if the prospective student is not in a school environment.
- 11.4 Attending trial sessions at the School does not guarantee a place at the School, and is not an offer of enrolment.

12 Assessment

- 12.1 The prospective student's suitability for enrolment will then be reviewed by the School's Enrolment Panel.
- 12.2 If for any reason in the School's absolute discretion the School forms the opinion, as a result of the pre-enrolment process, that it would be inappropriate for a child to be enrolled at the School, the School may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).

13 Offer of Enrolment

- 13.1 At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment should be made to a prospective student.
- 13.2 Any offer of enrolment made by the School will be made in writing.
- 13.3 It is not the School's practice to disclose a prospective student's place on the waiting list, or provide specific feedback regarding the timing of an offer of enrolment (or, where no offer is made, the reasons for this).
- 13.4 An offer of enrolment may be accepted in the form approved by the School from time to time, subject to the following:
- (a) An offer of enrolment will not be accepted until both parents (or where supported by a court order or otherwise agreed at the School's absolute discretion, one parent):
- (1) have fully completed, signed and returned a copy of the *Student Enrolment Form*;
 - (2) have provided all required documentation requested by the School at this stage in the enrolment process (which may include the child's birth certificate or passport, current immunisation certificate from Medicare and if applicable, NAPLAN results, school reports, Prep Transition Statements, visa grant notice, relevant court and parenting orders);
 - (3) have completed and signed the School's *Parent's Agreement* (Schedule 1);
 - (4) have agreed to be bound by the School's Terms and Conditions of Enrolment; and

- (5) have agreed to any other terms set out in the offer of enrolment (including payment of the admission fee and return of requested documents by the stated deadline).
- (b) Acceptance of the offer must be provided within 30 days unless the School's offer states otherwise.
- (c) Acceptance of an offer must be accompanied by payment of the non-refundable admission fee.
- (d) An offer may be withdrawn by the School, regardless of the availability of places where:
- (1) Information provided to the School is found to be withheld, false or misleading.
 - (2) There is a significant change in the circumstances of the student or their family, which impacts the School's capacity to reasonably accommodate the student.
 - (3) The offer of enrolment is not accepted on the terms provided by the School.
 - (4) The Principal exercises their reasonable discretion to withdraw the offer.
- 13.5 Details about all the School's tuition fees and course levies, and other charges and levies, imposed by the School for that school year (collectively, the School Fees) and the terms on which School Fees must be paid are set out in the Terms and Conditions of Enrolment published by the School. A copy of the current Terms and Conditions of Enrolment is available on the School's website.
- 13.6 If parents accept an offer of enrolment but the child does not subsequently begin schooling at the School, the parents will forfeit the admission fee and any tuition fees paid in advance to the School, unless one term's written notice is provided.

14 Defer, Refuse or Vary an Offer of Enrolment

- 14.1 Parents must notify the School in writing if they wish to defer, refuse or vary an offer of enrolment. This must occur by the date stated in the offer of enrolment, otherwise fees will be payable in accordance with the Terms and Conditions of Enrolment.
- 14.2 Parents who wish to vary the date of entry for their child's enrolment (either to another date in the same school year or to a subsequent intake year), understand that:
- (a) Notice must be given to the School in accordance with clause 14.1.
 - (b) The School in its absolute discretion may or may not agree to that request.
 - (c) If the School agrees to the parents' request, the child will be placed on a waiting list for the preferred year of enrolment and the offer of enrolment issued will be terminated. The School makes no guarantee that a place will be available for the child on their preferred commencement date.
 - (d) Should a place be available for their child to commence enrolment at a later date of entry, parents must sign an updated copy of the School's Terms and

Conditions of Enrolment and otherwise comply with the School's enrolment requirements at that time.

- (e) The School may or may not in its absolute discretion require the payment of a further admission fee.
- (f) To withdraw a student from the School, parents must provide the School with one full term's notice in writing to the Principal. Otherwise, payment of a full term's fees is required.

15 Appealing an enrolment decision

- 15.1 Parents may appeal an enrolment decision in accordance with the School's *Community Grievances Policy*. A copy of the School's *Community Grievances Policy* can be found on the website.

16 The School's commitment to inclusivity

- 16.1 The School is an inclusive school and welcomes students and other members of the school community – including parents and staff - with a varying range of academic, behavioural, cultural, lifestyle, religious and special needs. In this policy, additional needs includes allergies, health conditions, physical or intellectual disabilities, behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.
- 16.2 The School is committed to complying with its legal obligations regarding inclusivity, and supports the National Disability Standards for Education and is an inclusive community. However, the School is not necessarily able to cater to every prospective student's needs.
- 16.3 The School must be satisfied that it is equipped to adequately respond to a student's needs, and ensure they are able to meaningfully derive from the educational program on offer. In this regard, the process of offering enrolment is informed by the availability of places, as well as the suitability of programs and support levels in relation to a child's needs. This consideration is had both in relation to an individual child and also, broadly with regard to the School's resources and capacity to support the needs of a cohort of students.
- 16.4 The School also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour. Whilst the School will comply with its legal obligations, the School may not be able to facilitate an enrolment in circumstances where:
 - (a) A child poses a threat, or presents a risk of harm to a member of the School community (including staff, students and parents).
 - (b) The child exhibits behaviours that significantly interfere with, or compromise with the teaching and learning experiences of others in the classroom, or social integration in the playground.
 - (c) The child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.
 - (d) The child does not have, or does not effectively respond to strategies or supports recommended from qualified medical professionals, to assist the child to self-regulate and best support their positive experiences at school.

- 16.5 Accordingly, prior to an offer of enrolment being made parents must inform the School of all needs a prospective student has which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare or others).
- 16.6 If a parent fails to promptly inform the School of a student or prospective student's needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the School and the family of an enrolled student. In such circumstances the School, in its absolute discretion, may refuse to make an offer of enrolment (or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Terms and Conditions of Enrolment).
- 16.7 Where a parent promptly informs the School about a student or prospective student's needs, or any significant change in those needs, the School will act in accordance with applicable laws and its Terms and Conditions of Enrolment.

17 Register of Enrolments

- 17.1 The School keeps a register of enrolments of all students who have been enrolled at the School in electronic form. The register includes the following information:
- (a) Name, age, date of birth and residential address of student.
 - (b) Parent names and contact details.
 - (c) Date of enrolment.
 - (d) The student's Victorian Student Number.
 - (e) Medical information for emergency management purposes.
 - (f) Emergency contact details.
 - (g) If applicable: Home care arrangements, court orders, transfer records.
 - (h) Date of leaving the School and details concerning student's departure, where appropriate.
 - (i) For students older than six years, details of previous schools or pre-enrolment situation.
- 17.2 Student Background Characteristics Data is also collected at the time of enrolment.
- 17.3 The register is retained for a period (in accordance with the School's obligations relating to *record retention*) after the student leaves the School, and copies of information in the register are stored on-site at regular intervals.

18 EVALUATION

This policy will be reviewed as per our usual review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
February 2024	School Board	February 2026



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.