

STUDENT ENROLMENT POLICY

Effective from	April 2021
Approved by	The Principal
Policy Owner	The Principal
Policy Administrator	Student Services Team Administrator
Application	All staff involved in the administration of enrolments
Last review date	March 2025
Next review date	March 2027
Version	2.0
Published externally	Yes
Related Documents	Registered and Accredited Non-Government Schools (NSW) Manual (RANGS) Student Enrolment Protocol (Shortland Campus) Student Enrolment Protocol (Tuncurry Campus) FORM - Application for Enrolment FORM - Conditions of Enrolment Anti-Discrimination Policy Eligibility for the Award of the RoSA policy Eligibility for the Award of the HSC policy <i>Education Act 1990 (NSW)</i> <i>Education Regulation 2017 (NSW)</i> <i>Children and Young Persons (Care and Protection) Act 1998 (NSW)</i> <i>Public Health Act 2010 (NSW)</i> <i>Disability Standards for Education 2005</i> <i>Disability Criteria DeT (2024)</i>
File/Functional reference	College Community
NESA reference	B7 Enrolment & Attendance D1.7 Applications (Special School)

Margaret Jurd College provides an alternative education setting dedicated to supporting disadvantaged students who find mainstream schooling challenging. We offer tailored support for students who:

- Live with diagnosed mental health conditions and associated challenging behaviours as defined by the Department of Education and Training;*
- Have histories of complex trauma; or*
- Have Autism Spectrum Disorder (ASD).*

The College is committed to providing an inclusive, supportive environment for young people seeking to complete their secondary education, especially when mainstream schooling does not meet their needs.

1 Purpose

The purpose of this policy is to outline the framework and procedures Margaret Jurd College (the College) uses to manage student enrolments, ensuring compliance with statutory obligations under the *Education Act 1990 (NSW)*, *Education Regulation 2017 (NSW)*, *Children and Young Persons (Care and Protection) Act 1998 (NSW)*, *Disability Standards for Education (2005)* and *Public Health Act 2010 (NSW)*.

2 Scope

This policy applies to all staff involved in the enrolment process, including employees, contractors, and administrative personnel responsible for processing student enrolments.

3 Policy Statement

Margaret Jurd College is an independent special school providing education for students from Years 9 to 12 who are at risk of disengaging from or have experienced exclusion from mainstream educational environments. The College assesses enrolment applications based on:

- The student's educational and wellbeing needs.
- The student's previous difficulties or inability to engage with mainstream education.
- The student's additional educational support needs.
- The student's current engagement with support services or external agencies.
- Demonstrated willingness of the student to positively engage in education.
- The College's capacity and resources to meet the student's needs.
- The student's willingness to cease violent or aggressive behaviours.
- Commitment to maintaining the safety and wellbeing of College staff and peers.
- Willingness to address and cease substance use or abuse.
- The overall anticipated benefit to the student from enrolment at the College.
- Compliance with immunisation requirements as stipulated by the *Public Health Act 2010 (NSW)*.

No student will be denied enrolment solely due to financial hardship. Fees will be discussed individually, and waivers or reductions may be granted based on demonstrated financial circumstances. Continued enrolment at the College requires students to maintain regular attendance, demonstrate engagement with educational and wellbeing programs, achieve satisfactory academic progress, and comply with the College's Code of Conduct and associated policies.

4 Application of Policy

- 4.1 The College's enrolment policy and associated procedures are administered and coordinated by the Student Services department, ensuring compliance with relevant legislation and the effectiveness of the enrolment process.
- 4.2 Student support is a shared responsibility across the College, with Student Services leading the administration of enrolments and related procedures.

Initial Enquiry and application

- 4.3 Parents, caregivers or guardians may enquire at any time regarding enrolment. Student Services will be available to provide extensive support throughout the application process would it be required.
- 4.4 A Student Relations Officer or other authorised employee provides parents/guardians with enrolment procedures, application forms, and additional relevant documentation.

Case Conference

- 4.5 Upon submission of the application, the Student Services department arranges a case conference involving the parent(s)/guardian(s), the student, the Wellbeing Coordinator, and the Student Relations Officer.
- 4.6 During the conference, the College gathers detailed information through a structured questionnaire, covering educational history, wellbeing, diagnostic information, and parental responsibilities.
- 4.7 A campus tour is provided as part of this process.

Background Checks

- 4.8 Parental or guardian consent is sought to conduct necessary background checks with previous schools, psychologists, counsellors, Juvenile Justice, police, and other relevant services.
- 4.9 Checks will include the existence of a Clinical Diagnosis in accordance with the Diagnostic and Statistics Manual (V) or other suitably qualified professional. If a diagnosis does not exist but enough evidence exists to identify an imputed diagnosis, then the College will support the student in obtaining a current and relevant diagnosis under the Disability Guidelines.
- 4.10 If consent is withheld and the College deems information essential for assessing enrolment suitability and safety, the College may invoke provisions under Chapter 16A of the *Children and Young Persons (Care and Protection) Act 1998 (NSW)* to obtain required information.

Enrolment Decision

- 4.11 A comprehensive risk assessment based on information obtained during the case conference and background checks will form the basis of determining a student's suitability for enrolment.
- 4.12 Enrolment outcomes are decided by the Student Services Team Administrator and the Head of Campus, based on advice from designated teaching and wellbeing staff.
- 4.13 High-risk cases are escalated to the Principal for final determination. The Principal reserves the right to refuse an enrolment based on a current risk assessment. If risk to the current students is deemed to be high then an enrolment may be refused.

Finalising Enrolment

- 4.14 Families are given adequate time after the enrolment assessment to consider their decision.
- 4.15 Upon acceptance, the parent(s)/guardian(s) and student sign the enrolment contract and undergo formal induction into the College's procedures and expectations.
- 4.16 An appropriate fee structure is communicated and agreed upon, with financial assistance considered based on individual circumstances.

Immunisation Compliance

- 4.17 In accordance with the *Public Health Act 2010 (NSW)*, parents or guardians must provide an immunisation history statement at enrolment, confirming compliance with public health obligations.

5 Variation

- 5.1 The College reserves the right to vary, replace or terminate this policy from time to time.

6 Policy Administration

- 6.1 Definitions, Acronyms & Abbreviations

Student Services Team Administrator	The Student Services Team Administrator refers to the staff member responsible for providing administrative oversight to the Student Services department, specifically in relation to enrolment processes and associated record-keeping.
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[This protocol is to be followed in accordance with the Student Enrolment Policy.]

All Staff

New Lead

What	Who	When
New Leads are entered into the Funnel system.	By parents/carers/current school. Student Services will enter any new leads into funnel (i.e. walk-ins, phone call)	As required.
Assign new lead to relevant Student Relations Officer (SRO).	Head of Student Services (HOSS)	Once a new lead is received.
Contact the relevant parent or carer.	Assigned Student Relations Officer	Within 24 hours of the enquiry being received (or Mondays if the enquiry was received over the weekend)
Upon contacting the parent/carer, assist them with any questions they have and obtain approval to contact former school.	Student Relations Officer	Upon initial contact.
Offer a tour of the campus.	Student Relations Officer	Head of Student Services / Student Relations Officer
Send Offer to Apply via Funnel	Student Relations Officer	Following initial contact with family.
Complete application form and upload relevant documents.	Parent/Carer with support from Student Services	Upon receipt of the offer to enrol.
Log all contact with leads and any relevant information via noted in the Funnel app.	Student Relations Officer	Following any contact or information being received.
Follow up the lead to see if assistance is required.	Student Relations Officer	If the application is not returned within three days.
Contact the lead to follow up on anything they are awaiting (e.g. diagnosis).	Student Relations Officer	Weekly until application is received or revoked.
Move to case conference.	Student Relations Officer	Once the application and all relevant paperwork has been received.

1.2 Application

What	Who	When
Work with Lead to book in a case conference with either the Wellbeing Coordinator or Senior Caseworker.	Student Relations Officer	Following the complete application and all relevant paperwork being received.
Conduct case conference and upload all case conference notes to funnel.	Wellbeing Coordinator/Senior Caseworker	Within 24 hours of the case conference

Assign task to Head of Student Services and nominate appropriate case worker to undertake Risk Assessment.	Wellbeing Coordinator	Within 24 hours of the case conference
Liaise with nominated case worker on completing risk assessment	Head of Student Services	Within 24 hours of the task being assigned.
Complete Risk Assessment and assign back to the HOSS	Caseworker	Within 48 hours of the task being assigned.
Liaise with key stakeholder for approval of the student's application and note the outcome in Funnel.	Head of Student Services	Once Risk Assessment is complete.
Call Lead advising of the acceptance of the application, book induction and organise the student's first day	Student Relations Officer	Upon approval of application by key stakeholders
Export Lead to Student File	Student Relations Officer	Once student application is accepted
Add student to SchoolPro / Junipa	Head of Student Services	Prior to student commencing
Arrange student log-in with IT	Head of Student Services	Prior to student commencing
Assign class within SEQTA	Head of Campus or their delegate	Prior to student commencing
Class lead within funnel as "closed - won"	Head of Student Services	Once the above process is complete
Email staff to notify of new student commencing and / or highlights new student at the morning meeting	Wellbeing Coordinator	Prior to student commencing
Update lunch order form including new student under their new caseworker	Student Relations Officer	Prior to student commencing
One Page Profile Complete	Caseworker	Prior to student commencing
Update any information (tables, charts) and circulate with the team	Wellbeing Coordinator	Prior to student commencing

1.3 Unsuccessful Applications

What	Who	When
Class lead as "Closed-Lost" if it is not successful, withdrawn or the College's criteria is not met for enrolment.	Head of Student Services	Once a lead is deemed not successful, withdraws their application or the College's enrolment criteria cannot be met.

1.4 Induction

What	Who	When
Undertake new student's induction. Supply uniforms, organise ASTP (if required), Signing of prescription medication forms (if required), School Fee form, CentrePay form, Campus Tour,) and introduce the student to their caseworker who will assist with transition into the classroom	Head of Student Services / Wellbeing Coordinator	As arranged by Student Relations Officer
Meet the Head of Campus	Head of Campus	During induction
All individual plans to be completed	Student Learning Support with support from the Wellbeing Coordinator	During or prior to first week

[This protocol is to be followed in accordance with the Student Enrolment Assessment Policy.]

All Staff

New Lead

What	Who	When
New Leads are entered into the Funnel system.	By parents/carers/current school. Student Services will enter any new leads into funnel (i.e. walk-ins, phone call)	As required.
Assign new lead to relevant Student Relations Officer (SRO).	Head of Student Services (HOSS)	Once a new lead is received.
Contact the relevant parent or carer.	Assigned Student Relations Officer	Within 24 hours of the enquiry being received (or Mondays if the enquiry was received over the weekend)
Upon contacting the parent/carer, assist them with any questions. Offer a tour or information session.	Student Relations Officer and or Senior Case Worker	Upon initial contact.
Send Offer to Apply via Funnel	Student Relations Officer	Following initial contact with family.
Complete application form and upload relevant documents.	Parent/Carer with support of Senior Case Worker	Upon receipt of the offer to enrol.
Log all contact with leads and any relevant information via noted in the Funnel app.	Student Relations Officer or Senior Case Worker	Following any contact or information being received.
Follow up the lead to see if assistance is required.	Student Relations Officer	If the application is not returned within three days.
Contact the lead to follow up on anything they are awaiting (e.g. diagnosis).	Student Relations Officer or Senior Case Worker	Weekly until application is received or revoked.
Move to case conference.	Student Relations Officer in consultation with Senior Case Worker	Once the application and all relevant paperwork has been received.

1.2 Application

What	Who	When
Work with Lead to book in a case conference with either the Senior Caseworker.	Student Relations Officer	Following the complete application and all relevant paperwork being received.
Conduct case conference and upload all case conference notes to funnel.	Senior Caseworker	Within 24 hours of the case conference

Undertake Risk Assessment.	Senior Caseworker	Within 24 hours of the case conference
Complete Risk Assessment and liaise with HOC	Senior Case Worker	Within 48 hours of the task being assigned.
Liaise with key stakeholder for approval of the student's application and note the outcome in Funnel.	Head of Student Services with collaboration with Senior Case Worker	Once Risk Assessment is complete.
Apply for a Disability Confirmation	Student Relations Officer with Senior Case Worker	Prior to student commencing
Export Lead to Student File	Student Relations Officer	Once student application is accepted
Add student to SchoolPro	Head of Student Services	Prior to student commencing
Add student to Junipa	Head of Student Services	Prior to student commencing
Arrange student log-in with IT	Head of Student Services	Prior to student commencing
Assign class within SEQTA	Head of Campus or their delegate	Prior to student commencing
Class lead within funnel as "closed - won"	Head of Student Services	Once the above process is complete
Email staff to notify of new student commencing and / or highlights new student at the morning meeting	Senior Caseworker	Prior to student commencing
Update lunch order form including new student under their new caseworker	Student Relations Officer	Prior to student commencing
One Page Profile Complete	Caseworker	Prior to student commencing
Update any information (tables, charts) and circulate with the team	Senior Caseworker	Prior to student commencing
Onboard student to campus life	Education Caseworker	Prior to student commencing

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Undertake new student's induction. Supply uniforms, organise ASTP (if required), Signing of prescription medication forms (if required), School Fee form, CentrePay form, Campus Tour)	Senior Caseworker	As arranged by Student Relations Officer
Meet the Head of Campus	Head of Campus	During the induction
Individual Plans to be completed	Head of Campus and Senior Case Worker	During or before the first week