

STUDENT ENROLMENT POLICY

Effective from	April 2021
Approved by	The Principal
Policy Owner	The Principal
Policy Administrator	Head of Student Services
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	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 Privacy Policy Student Enrolment Protocol (Shortland School) <i>Children and Young Persons (Care and Protection) Act 1998 (NSW)</i> <i>Disability Standards for Education 2005</i> <i>Disability Criteria DeT (2024)</i> <i>Education Act 1990 (NSW)</i> <i>Education Regulation 2017 (NSW)</i> <i>Public Health Act 2010 (NSW)</i> Registered and Accredited Non-Government Schools (NSW) Manual (RANGS)
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

This policy outlines the framework by which Margaret Jurd College (the College) manages student enrolments, ensuring alignment with its educational mission and compliance with legislative requirements, including the Education Act 1990 (NSW), Education Regulation 2017 (NSW), Children and Young Persons (Care and Protection) Act 1998 (NSW), Public Health Act 2010 (NSW), Disability Standards for Education 2005, Registered and Accredited Non-Government Schools (NSW) Manual (RANGS) and the NSW Department of Education Disability Criteria (2024).

2 Scope

This policy applies to all College staff involved in enrolling students at the Shortland School. This includes employees, contractors and administrative personnel.

3 Policy Statement

Margaret Jurd College Shortland is an independent Special School providing education for students from Years 9 to 12 who, due to diagnosed mental health concerns and associated complex behaviours, as recognised by the NSW Disability Criteria, are at risk of disengaging from or have experienced exclusion from mainstream educational environments. Enrolment decisions are made on a case-by-case basis, guided by a commitment to equity, inclusion, and the safety of all students and staff. Offers of enrolment are subject to a structured assessment process, including risk considerations, and remain at the discretion of the Principal.

Principles

Margaret Jurd Shortland understands its requirements in regard to ensuring provisions are provided for students with diverse needs.

Margaret Jurd Shortland understands the requirements outlines in the NSW Department of Education's Disability Criteria ensures its School remains available to those students with sufficiently recognised diagnosis under these criteria.

The College is committed to the following:

- 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)*.

4 Application of Policy

Overview

4.1 The enrolment process includes:

- Seeking informed consent from those with parental responsibility to obtain relevant medical or educational documentation.
 - Applying Chapter 16A provisions where necessary, in accordance with the College's Privacy Policy.
 - Completing a formal risk assessment as part of case conferencing.
 - Aligning each enrolment decision with the safety and readiness of the relevant School or Campus.
 - Upholding consistent class size limits and providing targeted support staff where needed.
 - Complying with public health requirements, including the submission of an immunisation history statement upon enrolment.
- 4.2 All enrolments must be processed through the Shortland School's Enrolment Protocol, which outlines step-by-step procedures for lead management, risk assessment, induction, and support planning.
- 4.3 All applications involving a student with a diagnosed disability must be supported by appropriate documentation. These documents must be prepared by a qualified practitioner and form part of the enrolment assessment process as outlined in the NSW Department of Education Disability Criteria 2024.
- 4.4 Should a student be unable to receive a formal diagnosis either from their own specialist or a contractor arranged by the Shortland School within three (3) months of attending the School the College, where possible, will facilitate the transition of the student to an alternative provider that can support their educational and welfare needs.

Process Details

- 4.5 As part of the enrolment process for students with diagnosed disabilities or complex needs, the College will seek consent from parents, carers, or others holding parental responsibility to access relevant medical and educational documentation. This may occur both during the enrolment process and, where appropriate, after enrolment. Information sharing may also be facilitated under Chapter 16A of the *Children and Young Persons (Care and Protection) Act 1998 (NSW)*, in accordance with the College's Privacy Policy.
- 4.6 The College Principal, or their delegate, is responsible for overseeing the enrolment process. Offers of enrolment are made only where compliance with this policy is assured, and where the safety and support needs of both the prospective student and the broader College community can be met. All offers are subject to a case-by-case risk assessment and remain at the discretion of the Principal.
- 4.7 The College does not apply any order of preference based on the complexity of a student's needs. Enrolment capacity may be limited at times due to available resources or existing cohort needs. Where capacity is reached, the Head of Student Services will notify parents or carers that the student has been placed on a waiting list.
- 4.8 The Shortland School supports the enrolment and inclusion of students within a framework of fair and equitable practices, operationalised through the following:
- Deployment of resources to address the needs of all students.
 - Identification and planning for the provision and allocation of support.
 - Class size limits of up to 16 students, with potential adjustments based on cohort needs.
 - Allocation of additional classroom support (e.g., Caseworker or Student Learning Support Officer) when enrolments in a class reach 8 students.
 - Development and review of curriculum responsive to individual needs.
 - Targeted professional development for staff.
 - Ongoing monitoring of student learning and wellbeing.
 - Active engagement with parents, carers, and other relevant stakeholders.

- Community involvement where appropriate; and
- Budget planning that accounts for the needs of students with disabilities.

4.9 The Shortland School recognises that student success is a shared responsibility. It expects a collaborative commitment from the student, their parents or carers..

Immunisation Compliance

4.10 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.

Variation

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

5 Policy Administration

5.1 Definitions, Acronyms & Abbreviations

Disability Diagnosis	A diagnosis made by a suitably qualified practitioner in accordance with the <i>NSW Department of Education Disability Criteria (2024)</i> , including cognitive, mental health or autism spectrum conditions.
Funnel	The College's enrolment management system used to track and process new leads.
Head of Student Services	The staff member responsible for overseeing administrative aspects of enrolment and record-keeping.

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

1.1 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.	Shortland 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.	Shortland Student Relations Officer	Upon initial contact.
Offer a tour of the School.	Shortland Student Relations Officer	Once any queries are answered
Send Offer to Apply via Funnel	Shortland Student Relations Officer	Following initial contact with family.
Complete application form and upload relevant documents.	Shortland Student Relations Officer	Upon receipt of the offer to enrol.
Log all contact with leads and any relevant information via noted in the Funnel app.	Shortland Student Relations Officer	Following any contact or information being received.
Follow up the lead to see if assistance is required.	Shortland 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).	Shortland Student Relations Officer	Weekly until application is received or revoked.
Move to case conference.	Shortland 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.	Shortland Student Relations Officer	Within 24 hours of the case conference
Assign task to Head of Student Services and nominate appropriate case worker to undertake Risk Assessment.	Shortland Student Relations Officer	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.

What	Who	When
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	Shortland Student Relations Officer	Upon approval of application by key stakeholders
Export Lead to Student File	Shortland 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 School or their delegate	Prior to student commencing
Class lead within funnel as "closed - won"	Head of Student Services	Once the above process is complete
Notify staff of the student commencing	Head of Student Services	Prior to student commencing
Update lunch order form including new student under their new caseworker	Shortland 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	Head of Student Services	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, School Tour,) and introduce the student to their caseworker who will assist with transition into the classroom	Head of Student Services	As arranged by Shortland Student Relations Officer
New Student meet the Head of School	Head of School	During induction
All individual plans to be completed	Learning Support	During or prior to first week