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 (Tuncurry School) *Children and Young Persons (Care and Protection) Act 1998 (NSW)* *Disability Standards for Education 2005* *Disability Criteria DeT (2024)* *Education Act 1990 (NSW)* *Education Regulation 2017 (NSW)* *Public Health Act 2010 (NSW)* Registered and Accredited Non-Government Schools (NSW) Manual (RANGS)
File/Functional reference	College Community
NESA reference	B7 Enrolment & Attendance D1.7 Applications (Special Assistance School)

Margaret Jurd College and its associated Schools provide an education setting dedicated to supporting disadvantaged students with mental health challenges who find mainstream schooling challenging. We offer tailored support for students who live with mental health conditions and associated challenging behaviours.

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 need.

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 Tuncurry School. This includes employees, contractors and administrative personnel.

3 Policy Statement

Margaret Jurd College Tuncurry offers enrolment to students with special and complex needs, primarily related to those with social, emotional and behavioural difficulties, who are unable to thrive in mainstream schooling. 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.

Where enrolment capacity is reached, applicants may be placed on a waiting list.

Principles

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

The College is committed to the following:

- Providing equitable access to education for young people with social, emotional and behavioural difficulties.
- Engaging parents/carers and students in a collaborative enrolment and planning process;
- Regularly reviewing individual support plans to ensure ongoing relevance and effectiveness;
- Supporting professional development for staff to build disability-inclusive practices;
- Maintaining resourcing and curriculum structures that support inclusive education;
- Recognising the unique characteristics of each student and cohort;
- Sharing responsibility for student success among the student, family and College.

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 relevant School or Campus 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, as outlined in the *Diagnostic Categories and Required Documentation* section of this policy document. These documents must be prepared by a qualified practitioner and form part of the enrolment assessment process.

Process Details

4.4   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.

4.5   The College Principal, or their delegate, is responsible for overseeing the enrolment process in line with the associated school or campus enrolment protocols. 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.

4.6   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.

4.7   The College, through its schools and campuses, 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 (eg, 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.

4.8   The College recognises that student success is a shared responsibility. It expects a collaborative commitment from the student, their parents or carers, and the relevant Margaret Jurd College school or campus.

Immunisation Compliance

4.9   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

4.10 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 *NSW Department of Education Disability Criteria (2024)*, 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.

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[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. Tuncurry Student Relations Officer will enter any new leads into funnel (i.e. walk-ins, phone call)	As required.
Contact the relevant parent or carer.	Tuncurry 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.	Tuncurry Student Relations Officer	Upon initial contact.
Send Offer to Apply via Funnel	Tuncurry Student Relations Officer	Following initial contact with family.
Complete application form and upload relevant documents.	Parent/Carer with support of Tuncurry Student Relations Officer or 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.	Tuncurry Student Relations Officer or Senior Case Worker	Following any contact or information being received.
Follow up the lead to see if assistance is required.	Tuncurry 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).	Tuncurry Student Relations Officer	Weekly until application is received or revoked.
Move to case conference.	Tuncurry 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 the Senior Caseworker.	Tuncurry 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 and Student Relations Officer	Within 24 hours of the case conference
Undertake Risk Assessment.	Senior Caseworker	Within 24 hours of the case conference
Complete Risk Assessment and discuss with Head of School	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 if required	Tuncurry Student Relations Officer	Prior to student commencing

What	Who	When
Export Lead to Student File	Tuncurry 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 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
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	Tuncurry Student Relations Officer	Prior to student commencing
One Page Profile Complete	Senior Caseworker	Prior to student commencing
Update any information (tables, charts) and circulate with the team	Senior Caseworker	Prior to student commencing
Onboard student to school life	Education Caseworker	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, Tour)	Senior Caseworker	As arranged by Student Relations Officer
New Student meets the Head of School	Head of School	During the induction
Individual Plans to be completed	Head of School and Senior Case Worker	During or before the first week