

Don College Policy

ENROLMENT POLICY AND

PROCEDURE

1. Purpose

This enrolment policy and procedure specifies the requirements for new and transitioning enrolments at Don College.

2. Scope

This code applies to all Year 11 & 12 enrolments at Don College. The *Don College Year 13 Enrolment Policy* outlines the requirements for students wanting to enrol in Year 13.

3. Requirements

3.1. Legal Requirements

3.1.1. All students who are permanent Australian residents in Tasmania and have been issued with a transition statement must participate full-time in an Approved Learning Program until the first of the following occurs:

3.1.1.1. The student obtains a Year 12 completion certificate; or

3.1.1.2. The student obtains a Certificate III qualification; or

3.1.1.3. The student attains the age of 17 years

3.2. School Requirements

3.2.1. Don College must ensure students are assigned the appropriate year level in EduPoint.

3.2.2. If a student did not complete a full year of study, they may repeat the year level again (i.e. If a Year 11 student left after Easter and returns the following year to enrol, this enrolment would be Year 11 again).

3.3. Transferring an Existing Enrolment from a Tasmanian Government School (Appendix A)

3.3.1. Student Information Validation Forms are collected during Year 10 enrolment sessions at Associated High School

3.3.2. The Don College Administration Staff update and confirm students' details in EduPoint using information provided on Student Information Validation

Forms

- 3.3.3. Students then select their courses in consultation with a Course Counsellor and their enrolment is confirmed

3.4. **New Enrolments to the Tasmanian Government System (Appendix B)**

- 3.4.1. Parent/guardian/carer or student must complete the [Student Information \(Form A\)](#), [Contact Information \(Form B\)](#) and [Supplementary Information \(Form C\)](#). The principal will be notified if information provided suggests that the student may pose a risk to themselves or others.
- 3.4.2. Evidence of the following must be provided (*see Appendix C for list of approved documents*):
- 3.4.2.1. Student's identity; and
 - 3.4.2.2. Parent/guardian/carer's identity (does not apply to Independent Students); and
 - 3.4.2.3. Place of residence; and
 - 3.4.2.4. Health care information, including immunisation history and allergies (if applicable).
- If evidence is not provided to Don College within 30 days of enrolment, a **Provision of Information letter** must be sent to request it.
- 3.4.3. Additional evidence of the following is also required for **Migrant and International Students**:
- 3.4.3.1. Tasmanian residential address (host family address for exchange students); and
 - 3.4.3.2. Citizenship or residency status (permanent residents only); or
 - 3.4.3.3. Authority to enrol, provided by GETI (international students only); or
 - 3.4.3.4. Immicard number (humanitarian entrants only)
- 3.4.4. Australian students who are **18 years and over** must have a current Tasmanian Working with Vulnerable People Registration (RWVP) with volunteer status. The enrolment application will be deemed 'not complete' until an RWVP card is obtained.
- 3.4.5. Students enrolling from **Interstate** and the **non-Government Sector** must complete the appropriate Data Transfer forms, as per Appendices D and E.
- 3.4.6. Once the new enrolment has been accepted, the Administration Staff will create an enrolment in EduPoint and enter data provided on Forms A, B and C provided in section 3.4.1. A copy of the student's evidence of ID will also be kept in the student's permanent record.
- 3.4.7. Students then select their courses in consultation with a Course Counsellor and their enrolment is confirmed.

3.5. **Independent Students**

- 3.5.1. Evidence of ONE of the following must be provided for a student to be deemed independent:
- 3.5.1.1. Proof of Centrelink payment; or
 - 3.5.1.2. Rental Agreement or Utility Statement PLUS a letter from a Social Worker; or
 - 3.5.1.3. Document signed by the parent/guardian/carer saying that the student is independent; or
 - 3.5.1.4. Youth Allowance or ABSTUDY Notice of Assessment.
- 3.5.2. If a student is deemed independent during their schooling, a new enrolment form must be completed and EduPoint updated.

3.6. Changing a Student's Address

- 3.6.1. Changes to a student's address must only be made by a parent/guardian/carer or independent student.
- 3.6.2. Don College must have proof of the new address and make the change using the validation form.
- 3.6.3. The school must NOT change the address unless they have proof of the new address.

3.7. Closing an Enrolment

- 3.7.1. Before an enrolment is closed, the parent/guardian/carer or student must notify the school in writing that the student will be leaving.
- 3.7.2. Don College must leave the student enrolled in EduPoint with the appropriate attendance marked until notified in writing (including electronically) by another Government school, or the parent/guardian/carer or student, that the student has:
- 3.7.2.1. Enrolled in another Tasmanian Government School; or
 - 3.7.2.2. Left the state; or
 - 3.7.2.3. Enrolled in a non-Government school; or
 - 3.7.2.4. Been granted Provisional Home Education Registration status from the Registrar, Education; or
 - 3.7.2.5. An Exemption from Enrolment Certificate or Exemption from Participation in an Approved Learning Program; or
 - 3.7.2.6. Met the legal requirements outlined in Section 3.1. of this document.
- 3.7.3. When a new student enrolls at Don College, the previous school must be notified in writing (including electronically).

3.8. Part-time Enrolment of a Home Educated Student

Please refer to the *Tasmanian Department of Education's Enrolment Process* for guidance on Part-time enrolment of Home Educated Students at Don College.

3.9. Re-Engagement Programs - Tier 4 (e.g. Booyah Project)

- 3.9.1. Students who are deemed inactive through the school census must be referred to Learning Services for participation in Don College's Tier 4 Program.
- 3.9.2. Principals may also refer students outside of the census process when other school managed options have not been successful.
- 3.9.3. Don College must keep students participating in Tier 4 programs as enrolled, and they must be identifiable on EduPoint through the use of specific re-engagement program Home Groups.

3.10. Australian School-based Apprenticeships (ASbA)

- 3.10.1. Don College must ensure that students are enrolled in ASbA subjects from the official [Subject Master List](#) equivalent to the hours of paid employment (i.e. 8 hours = 150 hours [ASBA010], 15 hours = 300 hours [ASBA030])
- 3.10.2. Don College must ensure that the combination of ASbA hours and TCE/VET courses are meeting the minimum 600 hours for full-time study.

3.11. Online Learning Program (OLP)

- 3.11.1. The Don College Principal may approve students to access a designated set of flexibly delivered courses to augment their learning program if the following conditions apply:

- 3.11.1.1. It is no more than 50 per cent of their instructional load;
- 3.11.1.2. The course is not offered at the home school and/or a timetable clash prevents a home school subject enrolment;
- 3.11.1.3. The course aligns with the student's endorsed pathway plan; and
- 3.11.1.4. The home school and delivery school agree that the enrolment will maximise student engagement and outcomes.

- 3.11.2. Online Learning classes

Online Learning Program students are enrolled in a subject where there is no face-to-face classroom delivery, it is entirely flexibly and delivered to all students.

The school must:

- 3.11.2.1. Enrol the student in a designated online learning subject on EduPoint – this is the subject code from the [Subject Master List](#) prefixed with 'O'.

- 3.11.3. Mixed Classes

This covers Online Learning classes where students are enrolled in a subject that is being delivered face-to-face to some students, but not all students are receiving face-to-face classroom delivery (e.g. online learning students who video-link into a face-to-face classroom).

The school must:

- 3.11.3.1. Enrol the students not physically in the class in a designated

online learning subject on EduPoint – this is the subject code from the [Subject Master List](#) prefixed with 'O'.

3.11.3.2. Enrol the students who are receiving face-to-face delivery in the standard subject code from the [Subject Master List](#).

3.11.4. Exemption from Standard OLP Instructional Load Percentage
In extenuating circumstances, the Don College Principal may approve students to study a greater percentage of their instructional load by online learning, as outlined in Appendix H.

4. Definitions

First time enrolment	Student new to, or not directly continuing from, the Tasmanian Government School System
Full-time enrolment	Student enrolled in at least 600 hours of TASC or VET subjects from the Department's official Subject Master List
Part-time enrolment	Student enrolled in less than 600 hours of TASC or VET subjects from the Department's official Subject Master List

5. Details

Author:	John Thompson
Date authorised by Don College Association:	
Key Words:	ENROLMENT, APPLICATION, PROOF OF IDENTITY, INTERSTATE, NON-GOVERNMENT, MIGRANT, INTERNATIONAL, INDEPENDENT, PART-TIME ENROLMENT

This document is to be reviewed after a period of three years.

6. Relevant documents

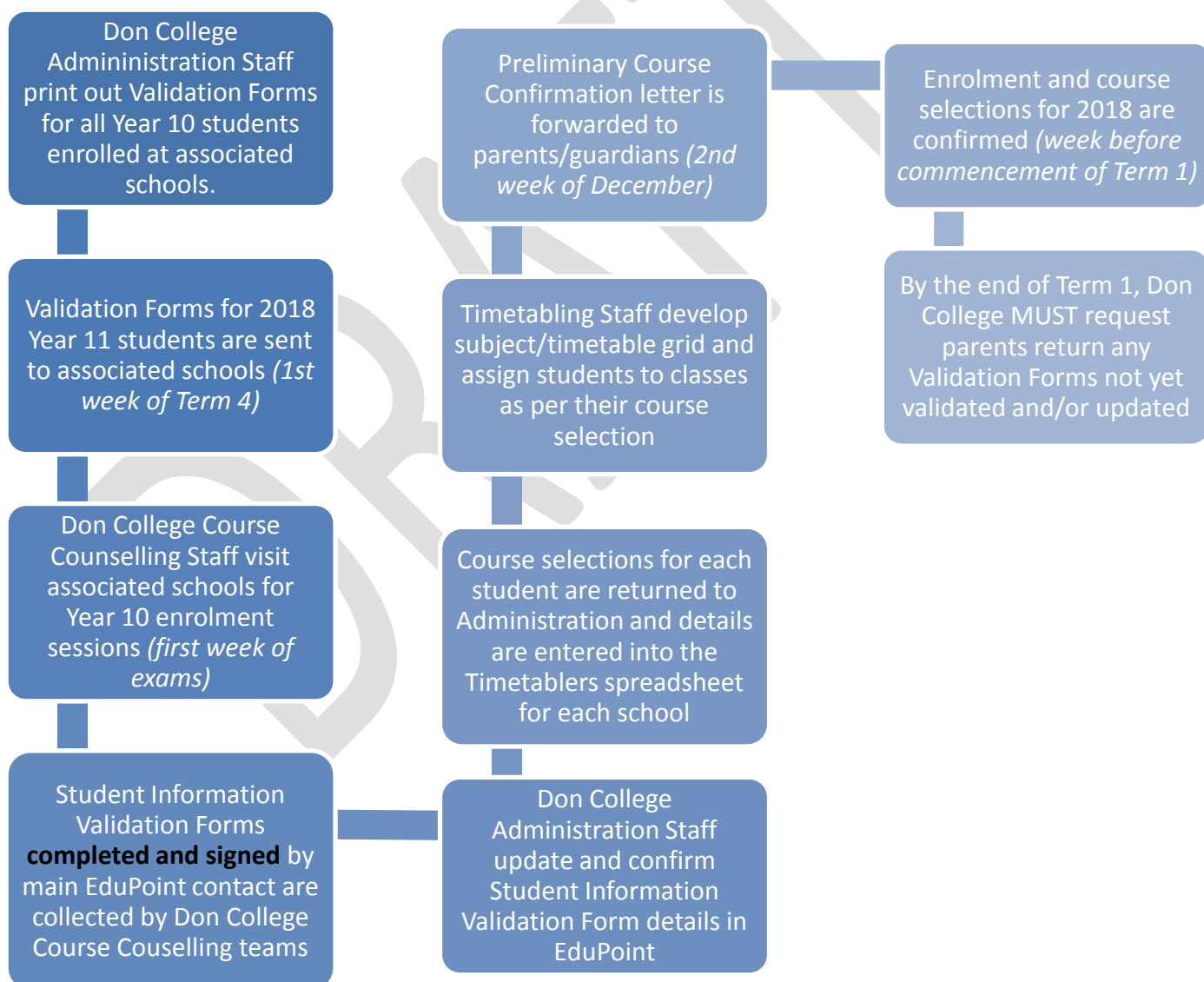
Tasmanian Department of Education's Enrolment Process [online version Doc ID: TASED-4-1797567314-8501 - Version 1.0]
Don College Year 13 Enrolment Policy [insert Intranet link]

APPENDIX A - Enrolment Process for Year 10 Government Students

This process applies to all students transitioning from a Tasmanian Government school to Don College. It is a requirement that all students who are permanent Australian residents in Tasmania and have been issued with a Transition Statement that they MUST participate full-time in an Approved Learning Program until the first of the following occurs:

- the student obtains a Year 12 Completion Certificate
- the student obtains a Certificate III qualification
- the student attains the age of 17 years (from 2020, 18 years of age)

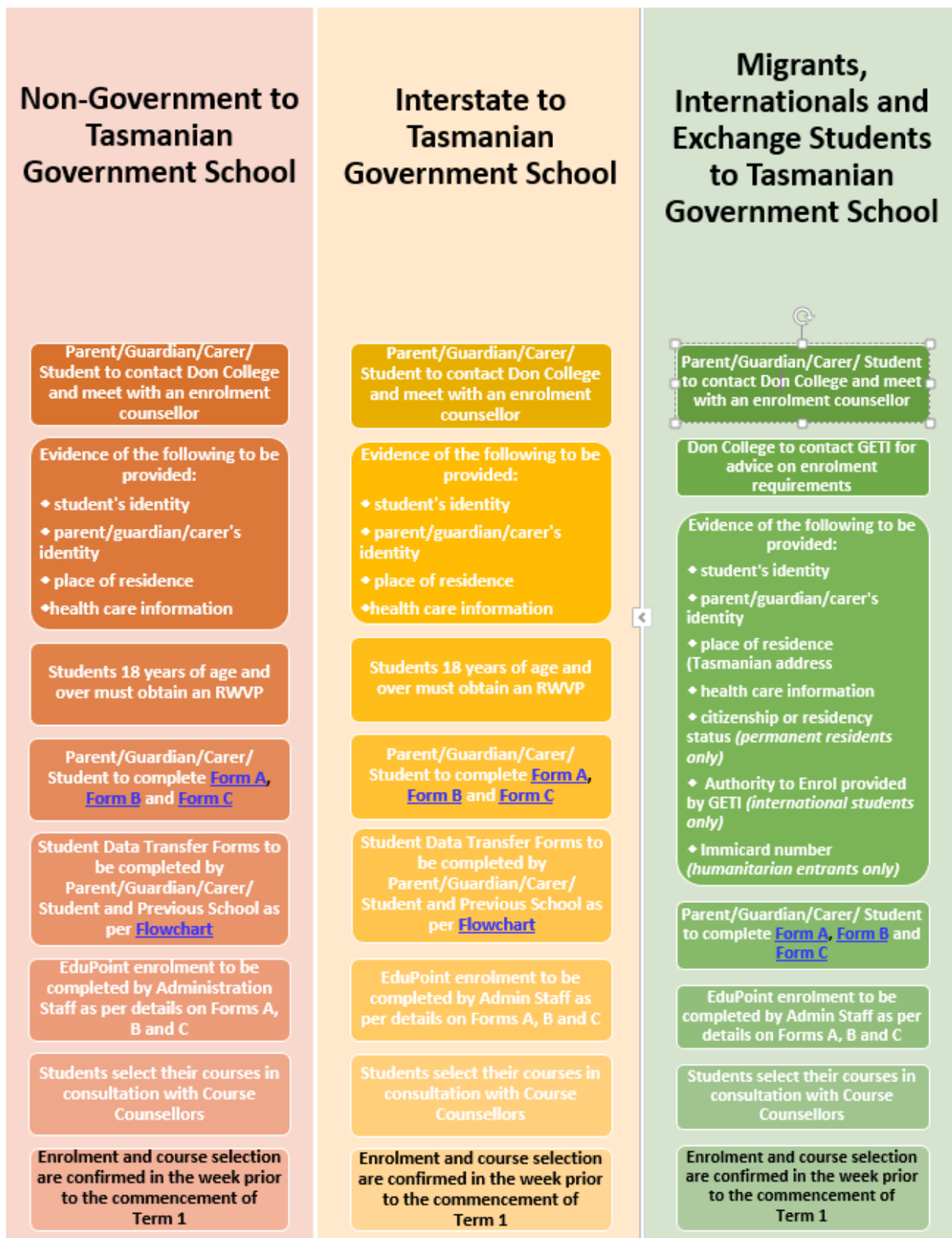
The following process will then be put into place by Don College to enrol students from associated schools (Devonport High School, Latrobe High School, Reece High School, Sheffield School, Ulverstone High School, Deloraine High School, Penguin District School).*



*Students attending schools not listed can enrol by contacting Don College directly.

Don College Policy – Enrolment Policy and Procedure. Reviewed 25 September 2017.
Please refer to the online version here [insert Intranet link]

APPENDIX B – Enrolment Process for New Enrolments



APPENDIX C

Approved Identification Documents

STUDENT'S ID

An original or certified copy of one of the following **MUST** be provided:

- Australian Birth Certificate
- Current Australian or foreign passport and visa
- Current Australian Driver Licence or Tasmanian Learner Licence
- Citizenship papers
- Department of Immigration and Border Protection (DIBP) issued travel documents, including visa
- DIBP Certificate of Resident Status
- Tasmanian Personal Information Card.

PARENT/GUARDIAN/CARER ID

An original or certified copy of one of the following **MUST** be provided:

- Birth Certificate
- Current Australian or foreign passport and visa
- Current Australian Driver Licence or Tasmanian Learner Licence
- Citizenship papers
- Department of Immigration and Border Protection issued travel documents, including visa
- DIBP Certificate of Resident Status
- Tasmanian Personal Information Card.

PROOF OF RESIDENTIAL ADDRESS

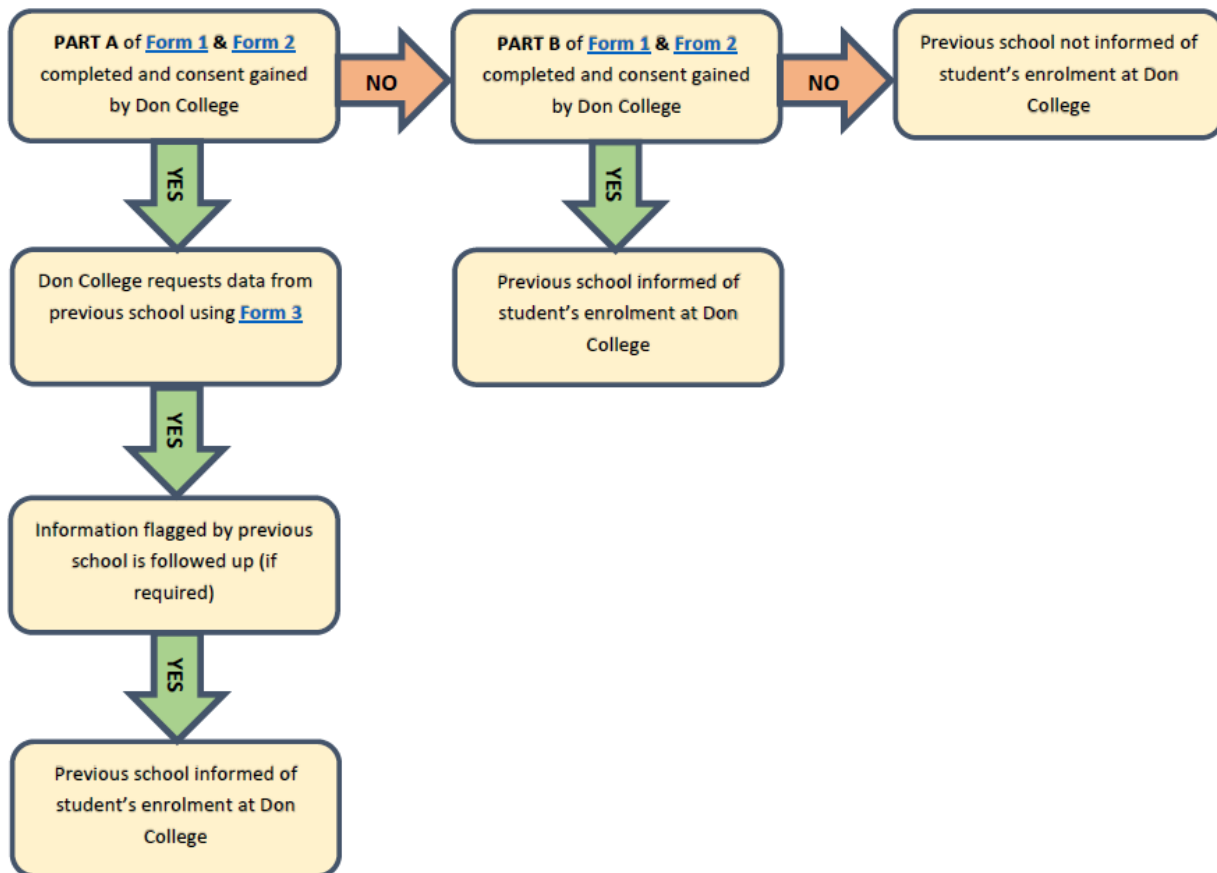
One of these original documents **MUST** be provided:

- Bank/financial statement
- Utility bill (phone, electricity, gas)
- Lease/Rent Agreement
- Australian Taxation Office Assessment from the current or last year
- Certificate of Title
- Copy of Appropriate Accommodation and Welfare (CAAW).



APPENDIX D

Data Transfer for Students Transferring from Interstate



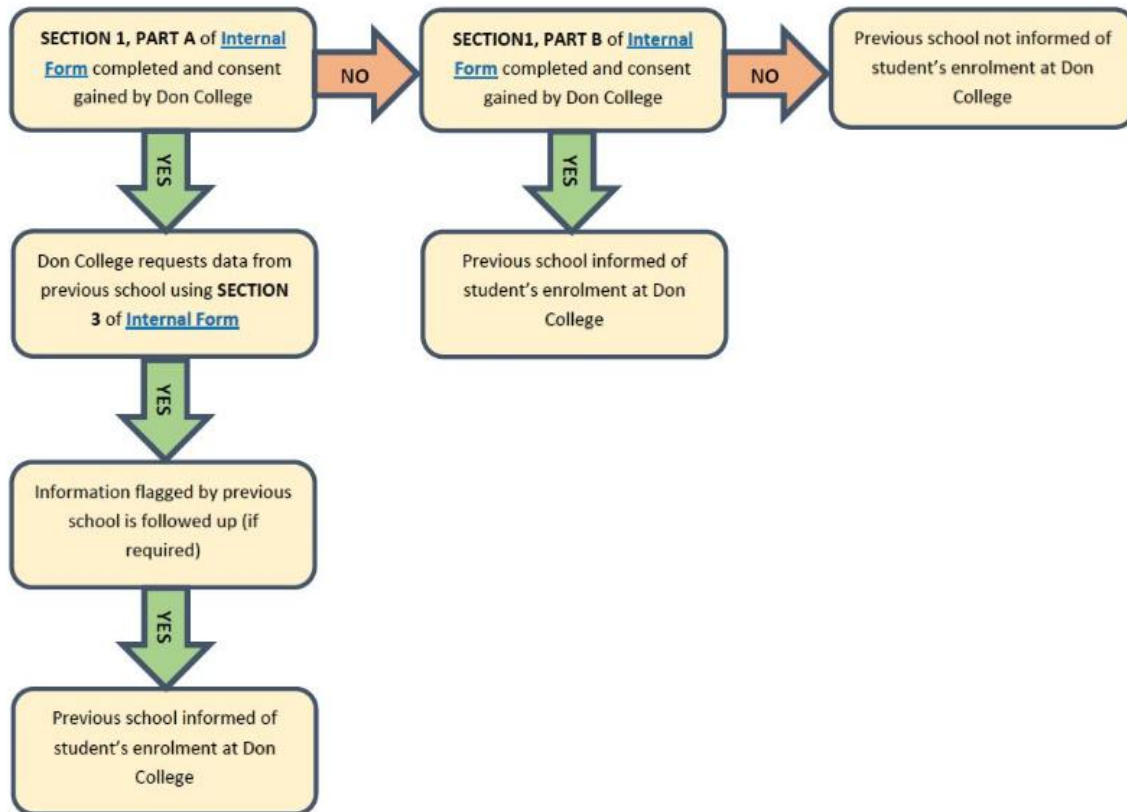
[Form 1](#)

[Form 2](#)

[Form 3](#)

APPENDIX E

Data Transfer for Students Transferring from Non-Governmental Schools



Internal Form

APPENDIX F

Guidelines for Part-time Enrolment for Home Educated Student

Under s89 of the Education Act 2016, a Principal **MUST** refer to the guidelines when assessing an application for part-time enrolment of a home educated student.

GUIDING PRINCIPLES

- The Office of Education Registrar is responsible for the registration and monitoring of home education in Tasmania.
- The Education Act 2016 provides for home educated students to apply to attend school part-time for a maximum of the equivalent of two days a week in one school.*
- The Principal is responsible for assessing applications for part-time enrolment of a home educated student in their school.
- A Principal **MUST** assess applications in accordance with these guidelines.
- Subject to existing conditions, students enrolled as at February Census will attract funding on a pro-rata basis.

* A Principal **MAY** approve a home educated student to enrol part-time to attend school for more than two days a week, if the Principal is satisfied that the child will attend the school full time in the following school year.

ASSESSING AN APPLICATION

A Principal **MUST** assess an application for part-time enrolment on the following criteria:

- The capacity and ability of the school to cater for the prospective student, either generally or in the particular class or classes to which the student is applying.
- In accordance with the [Out-of-Area Enrolment Procedure](#), an application from a home educated student residing within the intake area of a school must be given priority over a student applying for fulltime enrolment from out of home area.
- The educational level of the prospective student and whether the year group in which enrolment is sought is the correct year group for the student.

A Principal **MAY** decline an application for part-time enrolment based on the following circumstances:

- The year level or class has reached capacity.
- The school does not have the ability to fulfil the Home Education Program at the school.
- The enrolment commences after the funding census date (3rd Friday of first term).
- The child is already enrolled part-time in another school.

NOTE: As far as reasonably practical, applications **MUST** be made to the school by the end of Term 3, for enrolment in the following school year.

CONDITIONS OF ENROLMENT

Unless otherwise agreed at time of enrolment, the following conditions apply:

- Part-time enrolments will be assessed on an annual basis.
- Levies and charges will be calculated and charged on a pro-rata basis.
- The student will be expected to attend and participate in all aspects of the program which occur on the days they are enrolled to attend.
- Participation in whole-of-school events which occur outside the hours the student is enrolled to attend, will be negotiated on a case by case basis.
- Schools are only required to provide work relevant to the actual classes the child is enrolled to attend.
- The student will be subject to the same prioritisation process for accessing adjunct services (eg Professional Support Staff), on a pro-rata basis.
- All school policies and procedures apply, including those relating to dress code, behaviour management and levies and charges.
- The student will be eligible to receive a report on their progress in the specified activity.
- The student will be eligible to sit the National Assessment Program Literacy and Numeracy (NAPLAN), recognising that this can only be administered in a school-based setting.

APPENDIX G

FTE for Part-time Attendance

Contact Hours per week	Days	FTE for <u>EduPoint</u>
Less than or equal to 2.5hrs	Half a day	0.1 FTE
Greater than 2.5hrs and less than or equal to 5hrs	One day	0.2 FTE
Greater than 5hrs and less than or equal to 7.5hrs	One and half days	0.3 FTE
Greater than 7.5hrs and less than or equal to 10hrs	Two days	0.4 FTE

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APPENDIX H

Allowable Exemptions from Standard Online Learning Program Instructional Load Percentage

Criteria	Definition
Not in scope	The home school does not offer the courses in the student's endorsed pathway plan
Pregnancy	This may be extended into the post-natal period
Medical (Psychological)	Psychological assessment/report that indicates it is in the best interest of the student to engage with a more flexibly delivered program
Medical (Other)	Appropriate medical referral
Travel	Referral from student's school

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