

# Don College Policy

## Year 13 Enrolment Policy

### 1. Purpose

This policy outlines the application process for a prospective student who has completed their Approved Learning Program to enrol at Don College for the purposes of undertaking further education as a 'Year 13' student. It also outlines how such applications are to be assessed by the Principal.

### 2. Scope

This policy applies to all students wishing to enrol in "Year 13".

### 3. Requirements

#### 3.1 Applications for Year 13 Enrolment

3.1.1 A student who has completed their Approved Learning Program in 2017 may apply to the Principal to enrol at Don College for the purposes of undertaking further education. The application must be:

- a. made in writing to the Principal of Don College; and
- b. completed by the student, or parent of the student (where applicable), using the [Year 13 Application Form](#).

3.1.2. The Principal may request evidence from the applicant, or the applicant's current or former school or Approved Learning Program provider, to support their consideration of the Year 13 application, which may include:

- a. the applicant's attendance patterns during Years 11 and 12;
- b. the applicant's compliance with the current or most recent school's behaviour policy;

c. two recommendation letters from Principals or teachers from current or most recent school;

d. whether alternative education opportunities to fulfil the Proposed Learning Program have been explored (e.g. TasTAFE programs, preparatory university courses).

### 3.2 Assessment and determination of an application

3.2.1. In assessing an application for an enrolment in Year 13 the Principal is to determine whether the student:

a. has a Proposed Learning Program with a clear educational purpose, for example to transition into further education, training or employment;

b. has a Proposed Learning Program for Year 13 that has been agreed to by the student and their parent/guardian/carer (where applicable);

c. has a Proposed Learning Program that is achievable and likely to be completed within no more than four consecutive terms of full-time study;

e. has a current Registration to Work with Vulnerable People (RWVP) in instances where they are over the age of 18 years and were not in a Tasmanian State school in 2017.

### 3.3 Notification of a decision:

3.3.1 The Principal will notify the applicant (and parent/guardian/carer if applicable) in writing of the decision as soon as possible.

3.3.2. The student is then enrolled in EduPoint as 'Year 13'.

## 4. Definitions

As per the *Education Act 2016*

<b>Year 13 means</b>	where a student who has completed their Approved Learning Program undertakes further education at a school for not more than four consecutive terms of full-time study.
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## 5. Details

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

## 6. Relevant documents

Secretary's Instruction No 1 for Attending State School After Compulsory Education (Year 12 Enrolment) [online version Doc ID: TASED-1797567314-8174]
Don College Application for Year 13 Form