



Garden College

Student Enrolment Policy

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1. SOURCE OF OBLIGATION

Criteria 1.4 of the SA Registration Standards require the College's governing authority to be responsible for determining the College's enrolment policy and practices in compliance with Commonwealth and South Australian Laws.

2. OUR POLICY

Garden College is committed to an enrolment policy that is consistent with the principles of equal opportunity and anti-discrimination.

Garden College has clearly defined enrolment policies and procedures to ensure all prescribed information on student enrolments is recorded and retained. These policies and procedures also detail the orientation process for students and their families.

COMPULSORY ENROLMENT

Schooling is compulsory for all children from the age of 6-16. Children who are 16 years of age are required to remain in full time education until they turn 17 or gain a qualification.

STUDENT INTAKES

Garden College enrolls students from Reception to Year 12

ENROLMENT CRITERIA

Garden College accepts enrolments based on:

- attitudes to learning
- academic ability
- interests and extra-curricular achievements
- the difficulties arising from the location of the child's primary place of residence
- any relevant social and family circumstances and/or links to the College (including sibling attendance)

ENROLMENT APPLICATION FORM

The Enrolment Application form is an important document that provides the College with information that will enable it to meet its legal obligations. It is therefore important that information on the enrolment form is complete and accurate.

The following information will be required from a student's parents/carers as part of their completion of the Enrolment Application form:

- the name of the student in full
- the date of birth of the student (submit attested copy of the birth certificate)

- the student's place of residence
- other particulars required by the form, including:
 - details of legal provisions for care, welfare and development of the student (including copies of Family Court orders)
 - country of residence of the student and if applicable, the right to reside in Australia
 - submit attested copies of current visa documents, passport, citizenship certificate
 - emergency contact information
 - details of any disability the student is known to have
 - details of any medical condition the student is known to have and any procedure to be followed if the condition requires or may require support during the school day.
 - submit immunisation records

ANTI-DISCRIMINATION

Garden College is committed to the principles of our anti-discrimination and equal opportunity obligations. We will consider all enrolments in accordance with the Disability Discrimination Policy.

Our enrolment practices also comply with State and Commonwealth legislation, including:

- Sex Discrimination Act 1984 (Cth)
- Disability Standards for Education 2005 (Cth)
- Equal Opportunity Act 1984 (SA)
- Racial Discrimination Act 1975 (Cth).

If a child is presented for enrolment at the College and the Principal is of the opinion that the child has disabilities or learning difficulties that would render the child incapable of gaining reasonable benefit from instruction at the College or would seriously interfere with the instruction of other children at the College, the Principal must:

- inform each parent/carer of the child of this opinion
- enrol the child but excuse them from attendance pending a direction from the Director-General that the child be enrolled at a special school or other nominated school
- prepare a report and recommendation as to the means by which the educational needs of the child might be best met in relation to school placement and curriculum and forward the report to the Director-General.

ENROLMENT REGISTER

The Principal ensures that the student management system includes each enrolled student and the date on which enrolment ceases.

The Principal has delegated the responsibility for maintaining the Enrolment Register to office administrator. The Enrolment Register is available electronically.

The College must provide the following information to the SACE Board of South Australia in relation to each enrolled student under the age of 16 and in Year 9:

- the full name of the student
- the date of birth of the student
- the approved learning program in which the student intends to enrol (if known).

This information must be provided in writing and by the end of the year in which the child is in Year 9.

INFORMATION FOR FUTURE STUDENTS

Information about the College's Enrolment Policy is available through the College's website.