



Wycliffe Hope School Enrolment Policy

Prepared by	CEN Hub Compliance Officer
Date Prepared	April 2016
Date reviewed by Board:	...
Monitored by	Principal
Review by	Registrar
Date for review	2021
Status	Final
Policy Pertains to:	Principal; Registrar; Executive staff; Parents & Students; Admin staff
File Details:	...

Authorised By	Date
D Johnston	March 2020

Version History

Version	Date	Notes
1.0	April 2016	New CEN Hub policy
1.1	June 2018	Amendments re: changes to Privacy laws; Major re-formatting; 6 New Policy statements; 8.3a Addition of requirements re: immunisation of students Removal of Appendix – sample Enrolment Interview form + proforma letters
2.0	March 2020	Reviewed and Adopted for Wycliffe Hope School
2.1	March 2021	Reviewed for registration
2.2	May 2021	Reviewed to clarify enrolment requirements

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1 Introduction

Wycliffe Hope School exists to partner with parents in the education of students from Kindergarten to Year 12, following NESA curriculum requirements, in a Christian community where Jesus Christ and His teachings are allowed to shape our attitudes and actions.

Wycliffe Hope School is registered as a Special School with NESA and seeks to provide educational choice in its local area for families with children who have mild to moderate Autism or moderate Intellectual Disability.

Our selection criteria are established to reflect the ethos and special focus of Wycliffe Hope School. We seek to enrol those children we judge to most benefit from the academic program we offer; who demonstrate a willingness to participate in the full range of activities on offer; and whose families understand and are supportive of the Christian aims and objectives of Wycliffe Hope School.

We will assess all applications to enrol against these criteria.

This enrolment policy and its processes are designed to assist Wycliffe Hope School, and families, to determine the optimal educational experience for potential students; and to assist them achieve their goals in an environment that supports their unique development.

2 Christian Rationale

God gives the care and raising of children to parents, within the support of the community. Parents' choice of Christian education for their children honours the State and Federal government education authorities for standards in education, and provides a Christian worldview that recognises the sovereignty of Christ.

The development of Christian worldview in education is Wycliffe Hope School's mandate to partner with parents in the formation of young men and women of Christian character who will be effective leaders in their community. The decision of parents to enrol their children in Wycliffe Hope School is to assist them to fulfil their duty in raising children who will love God and love their neighbours through applying themselves to make the most of their schooling experience.

3 Purpose of this Document

The purpose of this document is to set out the policy and procedures of Wycliffe Hope School in relation to enrolment of students. It includes:

- the selection criteria for enrolling new students
- the procedures to be followed to ensure procedural fairness in the assessment of enrolment applications
- administrative procedures

4 Table of Responsibilities

Responsibilities	Evidence of Compliance
Principal	
Ensure compliance with procedures set out in this document	Enrolment records
Ensure all relevant people are aware of these processes and policies	Staff meetings; emails
Maintain Register of Enrolment	<i>Sentral Database</i>
Enrolment Officer	
Promotion of Wycliffe Hope School to potential enrolling families	Advertising materials; Enquiries
Receive and process enrolment enquiries and applications	Hard copy forms; <i>Sentral database</i>
Coordinate enrolment interviews	Calendar
Maintain enrolment documentation	Hard copy files; <i>Sentral database</i>
Advise administration and teaching staff in preparation for new enrolments to Wycliffe Hope School	Email
Report to Wycliffe Hope School Board	Board reports
Interview Panel	
Assess enrolment applications:	
- with regard to the criteria and priorities outlined in this policy and procedures document	
- equitably, to assist parents to make the best decision for their child's schooling	
- make a decision about each application	Interview records
Administrative Staff	
Process new enrolments	<i>Sentral database; records</i>
Teaching Staff	
Preparations for the incoming student	<i>Sentral database</i>
Parents and Students	
Comply with the Terms of Enrolment	Signed Enrolment & Fee agreements Signed Student Code of Conduct
Provide to Wycliffe Hope School all information required	School records
Inform of any changes to information	Record of notice; updated files
Maintain fee payments	Fee Statements

5 Definitions

parents includes guardians or any other person who has applied to have a student entered on the waiting list or enrolled at Wycliffe Hope School and, where the student has only one parent, means that parent.

disability, in relation to a student, means:

- total or partial loss of the student's bodily or mental functions; or
- total or partial loss of a part of the body; or
- the presence in the body of organisms causing disease or illness; or
- the presence in the body of organisms capable of causing disease or illness; or
- the malfunction, malformation or disfigurement of a part of the student's body; or
- a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
- a disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

Discrimination - can be 'direct': any less favourable treatment of a person on the grounds of their disability; or 'indirect': when there is no overt discrimination, but the same treatment has a more deleterious effect on disabled people because of their disability.

6 Policy

- (a) Wycliffe Hope School has been established as a special school. In light of this there is specific criteria that potential students must meet in order to be considered for enrolment. Wycliffe Hope School has identified with NESAs that it will provide education for students who are diagnosed with a mild to moderate Autistic Disorder or moderate Intellectual Disability. The definition of each of these criteria and the support documentation required is as follows:

Autism Spectrum Disorder Entry Criteria

Students enrolled at Wycliffe Hope School under the criteria regarding classification on the Autism Spectrum must provide a current report from a specialist medical practitioner or registered psychologist with appropriate clinical experience. The report must detail the nature of the student's disorder using the DSM-5 diagnostic tool. Documented evidence must indicate a developmental disability affecting verbal and non-verbal communication and social interaction, which affects the child's ability to learn. There must be information of a functional assessment consistent with the student's disorder.

Intellectual disability Entry Criteria

Students enrolled at Wycliffe Hope School under the criteria regarding Intellectual Disability will need to have a diagnosis for a mild to moderate range of impairment. To meet criteria for diagnosis of a moderate intellectual disability, students must have a full-scale IQ score of approximately three to four standard deviations below the mean on an approved individual test of intelligence. There must be information on the assessment of adaptive skills and school performance (where applicable) consistent with, or below this range of scores.

- (b) Wycliffe Hope School shall enrol children with regard for school-readiness, availability of places and, if places are limited, preferential priorities according to Wycliffe Hope School's Christian ethos.
- (c) An application to enrol does not guarantee a place at Wycliffe Hope School.
- (d) Upon acceptance of an offer of a place at Wycliffe Hope School, Wycliffe Hope School enters into a contract with parents to provide education to their children.
- (e) Review of an enrolment contract may be made if changed circumstances warrant a revision.
- (f) Wycliffe Hope School will maintain a Register of Enrolments.
- (g) Wycliffe Hope School collects information required by legislation, regulations and for the purpose of providing education to students.
- (h) The information collected, used and disclosed by Wycliffe Hope School is subject to the Privacy Act, and will be managed by Wycliffe Hope School in accordance with the Australian Privacy Principles.
- (i) Wycliffe Hope School's Annual Report contain the text of the Enrolment policy; and details of changes made during the reporting year.
- (j) Wycliffe Hope School reserves the right to alter its Enrolment Policy.

7 Summary of Enrolment Process

- (a) Promotion of school
- (b) Engage with prospective families – information; tour of school
- (c) Application process – receipt of Application Form, with all relevant information provided, plus Application Fee; interview booked
- (d) Enrolment interview – with interview panel
- (e) Provision of the Individual Education Plan for the child given to the family to review.
- (f) Family sign-off on the Individual Education Plan as the agreed engagement and support that will be provided for their child.
- (g) Completion of enrolment – enrolment agreement and financial agreement signed
- (h) Administration of new enrolment – preparation for new student
- (i) Adjustment of enrolment agreement, as required, in response to change of circumstances

8 Enrolment at Wycliffe Hope School

The enrolment process is a contractual negotiation, and is deemed to commence at the stage of any inquiry, formal or informal.

8.1 Enrolment Enquiries

All enrolment enquiries are to be directed to the Enrolment Officer, or the Principal/ Assistant Principal.

8.2 Enrolment Criteria

Enrolment decisions are guided by the following criteria:

- (a) Students must meet the diagnosis associated with a mild to moderate Autism Spectrum disorder or a moderate Intellectual disability.

It is a requirement of entering Wycliffe Hope School that parents provide medical, psychological or other reports from specialists outside the school that outlines the student's disability. Any assessments or reports required from non-school personnel will be at the parents' expense.

- (b) Commencement at Wycliffe Hope School

- (i) Into Kindergarten - a child is recommended to be five years of age by the 31st March of the year of commencement
- (ii) Into other years – according to other enrolment criteria of Wycliffe Hope School. The Principal, or his/ her delegate, may make enquiries from the child's previous school.

- (c) School readiness, relevant to the age of the student, including:

- Social maturity
- Ability and attitude to learning
- Emotional stability

- (d) Other factors

- Class size/s affecting all students seeking enrolment
- The current make-up of the class
- The ability of Wycliffe Hope School to provide optimal learning environment for the child's educational, social, physical and emotional needs
- Parents' commitment to the aims of Wycliffe Hope School

- (e) Enrolment priorities

In the event that enrolments need to be prioritised, preference will be given to:

- Children of staff
- Children transferring from other Christian schools
- Children applying from church families,

where such applications comply with all other enrolment criteria.

8.3 Conditions of Enrolment

- (a) Immunisation
- (i) Students enrolling in Primary or Secondary school are asked to provide:
an Australian Immunisation Register (AIR) Immunisation History Statement – fully immunised child, according to the current NSW Immunisation Schedule;
OR
- AIR Immunisation History Form – for a child on an approved catch-up schedule.
- (ii) A student may be enrolled in Primary or Secondary school if an immunisation certificate is not provided, or if they are not fully immunised; however, they may be excluded from school in the event of an outbreak of a vaccine-preventable disease; or if they come into contact with a person with a vaccine-preventable disease, even if there is no outbreak at school. (Public Health Act)
- (iii) Wycliffe Hope School shall notify the public health unit if an enrolled child has a vaccine-preventable disease; or if it is reasonably believed that an unimmunised enrolled child has come into contact with someone who has a vaccine-preventable disease.
- (iv) Parents are encouraged to complete their child's immunisation schedule.
- (v) Where immunisation has occurred overseas, parents should take their records to their GP who will report to the Australian Immunisation Register (AIR).
- (vi) Wycliffe Hope School shall maintain a Register of Immunisation for Primary and Secondary students.
- (b) The Enrolment Application Form requires parents to agree to the following conditions of Wycliffe Hope School:
- Accept rules governing Wycliffe Hope School and the authority of the Board and Principal
 - Their child will share fully in the life and programs of Wycliffe Hope School, including sporting events, devotions, biblical studies, assemblies, camps and excursions, which are all activities integral to the curriculum of Wycliffe Hope School
 - They will provide the child with all additional equipment which may be required from time to time to enable the child to benefit from the education offered
 - They will provide the correct school uniform, and ensure the child wears it
 - They will uphold in every way possible Wycliffe Hope School's authority to administer discipline in accordance with the Forming responsible Learners Policy
 - They will respect the right of the Principal and Board to suspend or expel any student who does not comply with the stated policies of Wycliffe Hope School; or

who threatens the welfare, reputation and respect of other pupils, other people, or Wycliffe Hope School in general

- Executive teachers have the right to search a student's belongings if deemed necessary
- All fees will be paid in accordance with Wycliffe Hope School's Fees Policy, Financial Agreement and any other agreement made with the Business Manager
- Non-payment of fees may result in a student's enrolment being suspended; Wycliffe Hope School may pursue collection of outstanding fees
- One term's notice shall be given of withdrawal of a student; or Wycliffe Hope School may charge fees in lieu of notice
- Permission to publish student photos/ work & family details in directory, unless permission is specifically denied
- Understanding that Wycliffe Hope School will disclose their personal information to State and Federal government departments, as required by law

8.4 Enrolment Contract

In agreeing to enrol their child/ children at Wycliffe Hope School, parents enter into a contract with Wycliffe Hope School to comply with Wycliffe Hope School's terms of enrolment, and associated policies.

These include:

- the provision of all necessary information required by Wycliffe Hope School for student well-being and education, and as required by legislation
- agreement with Wycliffe Hope School's Conditions of Enrolment (above)
- agreement with the Individual Education Plan
- payment of fees according to the Financial Agreement
- and agreement with other requirements of Wycliffe Hope School

Parents are required to provide information regarding:

- Medical, psychological or other reports from specialists outside the school that outlines the student's disability. Any assessments or reports required from non-school personnel will be at the parents' expense.
- Any Parenting or Restraint Order that applies to the prospective student/s and parent/s
- Full disclosure of details of any incidents or disciplinary action taken at the student's previous school

In the event of information relevant to the enrolment process being withheld, Wycliffe Hope School reserves the right to refuse or terminate the enrolment process on those grounds.

The Enrolment Contract comprises the Letter of Offer of a Place at Wycliffe Hope School, and the Financial Agreement, signed by both parties.

8.5 Requirements for Continuing Enrolment

Continued enrolment depends on the conditions of the enrolment agreement being met. (See also: Attendance Policy)

In summary, these are:

- Student compliance with the Student Code of Conduct, or successful behaviour modification as set out in Forming Responsible Learners Policy
- Timely payment of fees, or new Financial Agreement arranged with the Business Manager
- Continuing agreement with school ethos and policies, and commitment to the aims of Wycliffe Hope School

8.6 Probationary Enrolment

Wycliffe Hope School reserves the right to offer probationary enrolment if circumstances seem to warrant this concession.

The probationary enrolment shall be for the period of one term, with review; and will be assessed by the Assistant Principal, in consultation with relevant staff. (See Discipline Policy)

8.7 Register of Enrolment

(a) Wycliffe Hope School shall maintain a Register of Enrolment, according to NESA requirements (RANGS Manual refs: 3.6.2, 3.8); and including:

- Student name, age, address
- Parent names/ contact details
- Date of enrolment/ leaving/ destination of student
- Previous school/ pre-enrolment of children over 6 years of age
- Place of birth/ language spoken at home
- Destination unknown of student under 17 years of age

(b) The Register of Enrolment is maintained on Wycliffe Hope School's *Sentral database*.

8.8 Reporting

(a) Wycliffe Hope School Registrar and Assistant Principal report to the Board re: student enrolments and departures.

(b) Wycliffe Hope School's Annual Report shall include the full text of its Enrolment policy, plus all pre-requisites for continuing enrolment; as well as any changes made to the Enrolment policy within the reporting year. (RANGS Manual ref: 3.10.1)

8.9 Records

(a) The Register of Enrolment is retained at least 5 years before archiving. (RANGS Manual ref: 3.8)

(b) Information entered into Wycliffe Hope School's database is maintained indefinitely.

(c) Hard copy files are securely archived, with access limited to authorised personnel.

- (d) Immunisation certificates shall be retained for 3 years after the child has left Wycliffe Hope School.

9 Process of enrolment

9.1 Applications

1. Upon enquiry an Enrolment Pack is sent out.
2. Each application is acknowledged and receipted by letter.
3. All accompanying information must be included as listed in application e.g. Birth certificate, school reports, NAPLAN etc.
4. Wycliffe Hope School requires full disclosure of any educational or behavioural issues, or incidents resulting in disciplinary action, at the student's previous school.
5. Parent/ guardian and child details, and contact information, entered into (*database*).
6. Enrolment Application forms for a child who is not subsequently enrolled will be maintained for the remainder of the year of proposed enrolment with parents' permission, in case of later enrolment. Unacted applications will be securely destroyed after this time. (Privacy Policy)
7. Pre-enrolment Personal Information is entered on *Central database* to facilitate enrolment. Sensitive Information is not entered until enrolment is finalised.
8. Early applications to register for Enrolment in a future year are kept until the date for enrolment of the child into Kindergarten.

9.2 Interviews

1. Enrolment Officer arranges interview with family, student/s and Interview Panel.
2. Interview Panel consists of: the Principal or Assistant Principal; Hope School Coordinator and other staff member, if required.
3. Interview Panel conducts interviews according to Wycliffe Hope School's selection criteria, following questions on the (*Enrolment Interview form*), and using the Standard Information Collection Notice. The process aims to assist parents to make the best decision for their child's schooling.
4. The Interview Panel may request further information or testing to adequately consider the Enrolment Application.

9.3 Following the Interview

1. Parents are requested to take time to consider all the information they have received.
2. Parents are to sign to indicate their full acceptance of the Individual Education Plan.
3. Wycliffe Hope School will decide to accept the enrolment application, or not.
4. The Enrolment Officer will contact the parents upon the next business day to inform them of Wycliffe Hope School's decision.
5. The decision of Wycliffe Hope School shall be confirmed by letter.
6. An offer of a place at Wycliffe Hope School is confirmed by parents signing the Terms of Enrolment and the Individual Education Plan.
7. Upon acceptance of the offer of enrolment by the parents, the Enrolment Officer will begin the process of informing staff and preparing for the new student.

9.4 Offer of School Placement

The letter of confirmation contains the start date; and additional forms which need to be completed and returned to Wycliffe Hope School:

- Terms of Enrolment (2 copies: one for School, one for parents)
- Financial Agreement and Direct Debit Authority
- Student Medical Form
- Student Details (for DEEWR and attendance register)
- Term Dates
- Uniform Code
- Documented and agreed Individual Education Plans that Wycliffe Hope School will implement to accommodate student's needs

9.5 Acceptance of Offer

- (a) Parents accept a place for their child/ children by signing the Terms of Enrolment, and supplying any additional information required. This will establish their agreement to support Wycliffe Hope School rules and policies, to pay Wycliffe Hope School fees, to accept the Enrolment Terms and the consequences of suspension or termination.
- (b) If a parent withholds information relevant to the enrolment process, Wycliffe Hope School reserves the right to refuse, or terminate, the enrolment on those grounds.
- (c) Offers of enrolment cannot be deferred.

9.6 School Experience Days

Wycliffe Hope School may organise Experience Days for prospective students into a specific year group at school. The day is designed to introduce students to the facilities and range of programs offered at Wycliffe Hope School.

These days will be made available to enrolled students; or where an Application to Enrol has been received by Wycliffe Hope School.

9.7 Procedure: Administration of New Enrolment

- (a) **Enrolment Officer**
 1. Set up diary for return of paperwork.
 2. Notify Section Coordinator and homeroom/ class teacher of student details/ start date.
 3. Advise all staff of new student. (email)
 4. Generate student file (hard copy) including application form/ student reports/ interview notes.
 5. Add student's immunisation history to Register of Immunisation.
 6. For secondary student, liaise with Assistant Principal re: subject selection and notification of individual subject teachers.
 7. If consent for photographs not given, add name to 'Non Consent' file and inform relevant staff.

8. Arrange for new student welcome at Front Office on the first day.
9. Provide opportunity for feedback from parents about how the new student is settling in. Pass feedback to homeroom/ class teacher.

(b) **Assistant Principal**

1. Liaise with secondary teachers about new student's subject choices & availability of class placement.

(c) **Finance Assistant:**

1. Raise fees; produce statement, liaise with family re: payment plan for fees.
2. Once data is finalised in the system, the student file is passed to Front Office staff for filing.

(d) **Front Office**

1. Ensure new student data processed for rolls/ medical alerts etc
2. Completed student file secured in locked cabinets

(e) **Class/ Homeroom Teacher**

Check *Sentral database* entry for new student

9.8 Procedure: Change to Enrolment Agreement

From time to time, contractual elements of a student's enrolment change e.g. guardianship, fee payments, Court orders, enrolment conditions. These changes may trigger the need for a new Enrolment Agreement, at Wycliffe Hope School's discretion.

The well-being of the student is the priority of Wycliffe Hope School.

(a) Change to the Student's Guardianship Arrangement

Changes must be notified to Wycliffe Hope School in writing, as soon as practicable.

The Principal or Assistant Principal will meet with the student's guardian to discuss matters which impact the well-being of the student, and complete a new Enrolment Agreement, if applicable.

(b) New Court Order

A copy of any new Court Order which affects a student must be provided to Wycliffe Hope School as soon as practicable.

Wycliffe Hope School may require a meeting with the parent/s to discuss the changes.

Any change required to the Enrolment Agreement will be made in consultation with the Principal.

(c) Change to Financial Agreement

All requests for a change to a Financial Agreement shall be made to the Business Manager.

A meeting will be arranged to discuss the changes, and a new Financial Agreement drawn up if required.

(d) Change to Enrolment Conditions

Some circumstances may indicate a need for a change to enrolment conditions, i.e. partial enrolment. An interview will be held between parents, the Principal or the Assistant Principal to determine the best arrangement for the student.

If appropriate, a new Enrolment Agreement may be drawn up.

(e) Enrolment Officer notifies changes to:

- Finance Assistant – student details; fee arrangements; school reports
- Front Office staff – emergency contact details
- Homeroom teacher
- Other teaching staff

9.9 Procedure: Student Departure From Wycliffe Hope School

(a) Parents are required to give notice in writing, including their child/ren's details, and their destination: another school, TAFE study, apprenticeship/ traineeship etc.

(b) Students leaving school before the age of 17 years to pursue an apprenticeship are required to have their parents complete the Application for Exemption from Enrolment at School form, and return it to the Principal.

- (c) Parents are requested to give at least 1 full term's notice of a student leaving Wycliffe Hope School. One term's fees will be charged in lieu of sufficient notice. (Fees Policy)
- (d) Where a staff member becomes aware that a student may be leaving, but notification has not been given to Wycliffe Hope School by parent/s, inform Principal and Assistant Principal.
- (e) Enrolment Officer:
- Phones parents to confirm, and request notice in writing
 - Sends letter with departure form to finalise administrative matters including request for return of school property (e.g. Library books, textbooks), and statement of fees owing
 - Sends Exit Survey to parents
 - Student destination recorded on *Sentral database*; student file
 - Student records completed and filed; removed from current *Sentral database*; register of enrolment
 - Student departure and destination reported to Board
 - Information forwarded to new school upon request
- (f) Assistant Principal
- Phones parents as an exit interview regarding educational issues, feedback, and potential solution to any problems which have arisen
 - Records information in *Sentral database*; and notifies other executive members that it has been logged
 - Copy of information forwarded to Principal, who reports to Board any trends, potential problems etc.
 - NESA registration changed for students in Years 10-12
- (g) Departure Pack
- Departure Form
 - Checklist
 - Statement of fees owing
- (h) Where students under 17 years of age leave school and their post-school destination is unknown, Wycliffe Hope School will complete the Student Destination Unknown form for the DEC Home School Liaison Officer.

10 Documents and forms

Student Medical Form	Term Dates
Student Code of Conduct	Uniform Code
School Rules	Application for Exemption from Enrolment form
Terms of Enrolment (Acceptance of offer)	Student Destination Unknown Form
Financial Agreement & Direct Debit Authority	Register of Immunisation

Enrolment Pack

- Enrolment application forms
- Financial Agreement and fees schedule
- Terms of Enrolment
- Student Code of Conduct
- Privacy Policy
- Parent information about immunisation

For school use - Checklist of Evidence of Compliance

Policy Ref	Evidence	School Doc	File Location	Reference	Check
6.f 8.8 8.10a	Register of Enrolment - Student name, age, address - Parent names/ contact details - Date of enrolment/ leaving/ destination of student - Previous school/ pre-enrolment of children over 6 years of age - Place of birth/ language spoken at home - Destination unknown of student under 17 years of age			RANGS 3.6.2; 3.8	
6.c 7.c 8.3b 9.2	Enrolment Application: - Student name, age, address - Parent names/ contact details - Date of enrolment/ leaving/ destination of student - Previous school/ pre-enrolment of children over 6 years of age - Place of birth/ language spoken at home - terms & conditions				

	- fee arrangement - parenting arrangements/ Court Orders - behaviour issues from previous school				
6.b 8.2.a.i 8.3.a	Immunisation history			NSW Public Health/ immunisation	
above	Register of Immunisation				
7.d; 8.5.b 9.3.5 7.h; 8.5.a	Additional needs of child - adjustment to Enrolment Agreement - Individual Education Plan			Welfare Policy T&L: Learning Support Policy	
7.d 9.3	Interview	Procedural fairness			
8.4; 9.4.5; 9.5	Letter of Offer/ Decline				
9.6	Signed Letter of Offer				
9.8.a	Student Records file				
9.5	Medical Plan (IP)			WHS: Significant Medical Needs Policy	
	Appeals				
7.e	Decisions				
	Complaints				

11 Appendix A - Legal Obligations Affecting Enrolment Policy

- (A) **Commonwealth 'Disability Discrimination Act 1992', and 'Disability Discrimination and other Human Rights Legislation Amendment Act, 2009'** – defines 'unlawful discrimination' as discriminatory action taken for a 'prohibited reason' in a relevant area of activity. This includes education, and 'educational authorities', defined as bodies or persons administering 'educational institutions'.

Disability Discrimination Amendment Act 2005

'Disability Standards for Education 2005' www.deewr.gov.au

A disabled child has the right to seek admission and enrol on the same basis as prospective students without disability including the right to reasonable adjustments.

Wycliffe Hope School has requirements to:

- Take reasonable steps to ensure that the enrolment process is accessible.
- Consult thoroughly with the parents about the effect of the disability on their ability to seek enrolment; and any reasonable adjustments necessary
- Accurately assess and realistically cost alterations which may be needed to accept the enrolment
- Obtain independent expert assessment
- Don't assume the exemption provision will apply to your School ('unjustifiable hardship')
- Eliminate harassment and victimisation

(Disability Standards for Education 2005 Guidance Notes')

About the Disability Standards for Education 2005

The Standards provide clarity and guidance about the rights of students under the DDA. They specify how education and training services are to be made accessible to students with disability at all stages of the education and training process.

Standards Part 4 - enrolment in an educational institution and participation in the courses or programs, and use of services and facilities, provided by an educational institution

Standards Parts 5 & 6 - participation in educational courses or programs that are designed to develop their skills, knowledge and understanding, including relevant supplementary programs

Standards Part 7 - accessing student support services provided by educational authorities and institutions, including access to specialised services needed for them to participate in the educational activities for which they are enrolled

The following terms are important:

- On the same basis - a student with disability must have opportunities and choices, which are comparable with those offered to students without disability. This applies to: enrolment; participation in courses or programs; and use of facilities and services.

- Consultation – with student and parent/ guardian about effect of disability in relation to courses and teaching, and any reasonable adjustments necessary to help the student access and participate in education and training.
 - Reasonable adjustment - education providers have an obligation to make reasonable adjustments to accommodate the needs of a student with disability; and to consider the interests of all parties affected, including the student with disability, the education provider, staff and other students.
 - Unjustified hardship - the Standards do not require changes to be made if this would impose unjustifiable hardship on the education provider. All relevant circumstances are to be taken into account when assessing unjustifiable hardship including: benefit or detriment to any persons concerned; disability of the person; financial circumstances of the education provider.
- However, the exception of unjustifiable hardship does not apply to harassment or victimisation.

IMPORTANT:

The first inquiry (formal or informal) made by a parent/ guardian is deemed to be the commencement of the enrolment process.

(B) Commonwealth ‘Family Law Act 1975’ and any amendments

‘Parental responsibility’ (Family Law Amendment Act 1995) means that both parents are responsible for care, welfare and development of their children

Unless there is a Court Order to the contrary, both parents are responsible for deciding how they want their child educated, for keeping informed on their child’s educational progress, and for consulting with Wycliffe Hope School their child attends.

Therefore, provided there are no Court Orders to the contrary, Wycliffe Hope School must:

- Seek to contract with both parents
- Indicate in the contract that if both parents sign, they are jointly liable to pay Wycliffe Hope School fees;
- Recognise in the contract that both parents are entitled to receive communications about their child’s education
- Any member of Wycliffe Hope School staff who assists one of the parties to contravene a Court Order will be deemed to have contravened the Court Order themselves

(C) ‘Federal Privacy Act 1988’

Each School must comply with the thirteen Australian Privacy Principles (APP’s).

Ensures that personal information held about an individual is:

- Only collected when it is needed in order for Wycliffe Hope School to meet its obligations & fulfil its functions
- Only used for the primary purpose for which it was collected
- Handled and stored with regard for an individual’s privacy

- Available for the individual to view and correct where relevant
- Only disclosed when required by law, or with the consent of the individual who provided the information

‘Sensitive information’: includes information about racial/ ethnic origin, political opinion, religious/ philosophical beliefs, sexual preferences and health information.

Don’t collect sensitive information unless:

- With consent (parents can consent on behalf of child)
- Required by law to collect such information (such as may be required to fulfil School’s common law duty of care)
- To avoid or lessen the threat to a child’s life or health (medical information)

Consent must be obtained to use a child’s photograph in school publications, or for details to be included in a school directory at the time they sign the enrolment contract. You must phrase these questions in such a way as to allow the parent/ guardian to opt out in specified circumstances only. MCEEDYA (Ministerial Council for Education, Early Childhood, Development and Youth Affairs) – produces the ‘Data Standards Manual: Student Background Characteristics’ from information schools are required to obtain by the Education Ministers of each State. (ACARA – Australian Curriculum Assessment & Reporting Authority)

Maintaining and Storing Information

Reasonable steps must to taken to ensure information held is accurate and up-to-date.

Information must be stored securely; and destroyed or the identity removed when it is no longer needed.

(D) Common Law Duty of Care

Common law Duty of Care allows the collection of information about children enrolled in Wycliffe Hope School, in order to care for them whilst under the supervision of Wycliffe Hope School.

This applies to:

- the collection of medical information during the enrolment process;
- informing any staff who may need to act on the information (including any training necessary to manage the condition or equipment used in managing the condition);
- consideration in any plans or school activities as they affect the child

(E) Australian Consumer Law 2011

Competition and Consumer Act 2010

The Act includes provisions dealing with corporations misrepresenting themselves in some way. Misleading Advertising – conduct relating to acts, omissions or silence that could lead a person to form an erroneous conclusion (likely to mislead or deceive a consumer). Schools cannot make misleading claims about the subjects or programmes that are offered, the nature of facilities, or the capacity of Wycliffe Hope School to cater for children with special needs

A claim of misleading information may be based on: material viewed on a website; online content such as advertising; written materials; business conduct; information on the Internet about the business, products or services; claims made by staff members, etc.

A court decision regarding an 'erroneous conclusion' will take into account a cross-section of the public who may come into contact with the information, and why the person reached the erroneous conclusion.

(F) Contract Law

There are two contracts involving Wycliffe Hope School in the enrolment process:

- Pre-Enrolment Contract: Wycliffe Hope School offers to consider the student for enrolment; the parents accept this offer by completing and lodging the Enrolment Application Form and paying the Enrolment Fee.

This contract ends when the application is rejected, or a place is offered.

- Enrolment Contract: Wycliffe Hope School offers the student a place at Wycliffe Hope School; the parents accept the offer by signing the Statement of Commitment, accepting the Terms of Enrolment and agreement to pay School Fees.

This contract ends when the student leaves Wycliffe Hope School at the end of Wycliffe Hope School programme, or the contract is terminated by the student's being withdrawn, or the terms and conditions of the agreement are breached.

Important related documents

Privacy Policy Finance Policy: Fees Attendance Policy Forming Responsible Learners Policy Complaints Framework	Record Keeping Policy Student Code of Conduct Enrolment Support Documents
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Legislation

Education Act 1990

Privacy Act 1988 (Cth)

Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)

Health Records & Information Privacy Act 2002 (NSW)

Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth)

NSW Public Health Act 2010

NSW Public Health Amendment (Review) Bill 2017

Disability Discrimination Act 1992 (Cth)

Disability Discrimination Amendment Act 2005

Disability Discrimination & other Human Rights Legislation Amendment Act 2009

Family Law Act 1975 (Cth)

Australian Consumer Law 2011 (Cth)

Other References

RANGS Manual, March 2020, (latest version on website)

Prolegis Enrolment Module, Privacy Law update, Feb 2018, used by permission, Prolegis Pty Ltd
'Privacy Compliance Manual', Independent Schools Council of Australia & National Catholic Education
Office, January 2018 (latest version on website)

Immunisation Enrolment Toolkit for Primary & Secondary Schools from 1 April 2018, NSW Govt

NSW Immunisation Schedule (interim April 2018) NSW Govt

www.health.nsw.gov.au/immunisation