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POLICY AND PROCEDURE

Enrolment

Date Approved:	24/01/2022
Date Effective:	24/01/2022
Scheduled Review Date:	24/01/2023
Policy Category:	Educational
Policy Owner:	Principal

Statement of Policy

1. Applications for enrolment may be made at any time by the parent/carer(s) of students who wish to study at SEDA College NSW. However, applications to enter Year 12 must be received and processed prior to the start of the HSC learning year, except at the sole discretion of the Principal. In general, any student enrolling into Year 12 must start classes no later than week 5 of term 4 of the calendar year preceding their graduation year.
2. Students enrolling at school into Year 11 will have completed Year 10 in a NSW registered school or home school, or the equivalent level of study in an Australian school outside of NSW or an overseas school. Students applying for Year 12 entry must have satisfactorily completed a Year 11 Preliminary HSC course at a NSW school or the equivalent course of study in an Australian school outside of NSW or an overseas school
3. SEDA College NSW will base any decision about offering a place to a student on:

The student:

- the contribution that the student may make to SEDA College NSW
- The student's reports from previous schools
- The readiness of the student to participate in the unique learning environment at SEDA College NSW
- The maturity of the student.

The student's family:

- sibling of a current or former student
- holding attitudes, values and priorities that are compatible with SEDA College NSW's ethos.

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SEDA College NSW:

- ability to meet the special needs or abilities of the student.

Other considerations

- Order of receipt- when the application to enrol and enrolment acceptance is received by SEDA College NSW.
4. SEDA College NSW will meet with and interview both the student and the parent/carer(s) of the student before offering a place.
 5. SEDA College NSW has absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
 6. Continued enrolment at SEDA College NSW is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of SEDA College NSW which are applicable from time to time.

7. IMMUNISATION POLICY

General: Student vaccination status must be advised to the College on enrolment.

Unvaccinated students are able to be enrolled in the College (with the exception of COVID-19, see below). As set down in the National Immunisation Program, the Public Health Bill 2005 prescribes that where a child who has not been vaccinated against a condition which is vaccine-preventable has contact with a child with a contagious condition, the person in charge must advise the parents of the non-vaccinated child and require the parent to remove the child from the College and not send the child to school during the preclusion period for the condition.

COVID-19: Starting with enrolments of students commencing at the College after the date of this policy, all students must be fully vaccinated against COVID-19 to enrol at SEDA College NSW. Unvaccinated students will not be able to complete the HSC with SEDA College NSW as our program requires students to complete volunteering weekly on site at local primary schools. Legislation in NSW prevents any volunteer, contractor or staff member from being on site in any NSW school unless they are fully vaccinated (including boosters where these are required under Public Health Orders or by legislation). **For this reason we are unable to accommodate students who are not vaccinated against COVID-19, as they will not be able to complete the HSC program offered at our College.** This exclusion also applies to students with a valid medical exemption from vaccination.

Any student who is already enrolled and attending the College at the time of this policy taking effect, who is **not** vaccinated against COVID-19, will be fully supported to complete the HSC course to the best ability of the College, within the restrictions imposed by Public Health Orders and Legislation.

APPENDIX A ENROLMENT CONDITIONS

1. Acceptance of Offer of Enrolment

- 1.1 An offer of enrolment must be accepted by both Parent/carer(s) where appropriate unless SEDA College NSW agrees to waive this requirement. Upon acceptance all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2 If Parent/carer(s) wish to defer the entry of a student to a different calendar year to the initial request, SEDA College NSW will advise whether it is able to agree to this. If it is unable to agree, the Student will be placed on a waiting list for the requested year but enrolment cannot be guaranteed.
- 1.3 Enrolment is dependent on SEDA College NSW receiving the deposit for the year of entry not less than 3 months prior to the start of the term, or such shorter time agreed in writing by SEDA College NSW. If the fees are not received by the due date the enrolment will lapse.

2. Conditional Enrolment

- 2.1 All enrolments are conditional upon SEDA College NSW being satisfied in its discretion that the Student's needs can be met by SEDA College NSW. SEDA College NSW may cancel the enrolment if it determines prior to the start of the enrolment that the Student's needs cannot be met.
- 2.2 SEDA College NSW may require Parent/carer(s) to provide reports and assessments necessary to determine the particular needs of the Student.
- 2.3 Competence in English is a prerequisite for enrolment. If SEDA College NSW considers that the English language capabilities of the Student are not sufficient it may require the Student to undergo an intensive English language course. If the required language level is not reached SEDA College NSW may decide that the enrolment should be cancelled.

3. Progress of Student

If SEDA College NSW considers that the progress of a Student is unsatisfactory and that it can no longer meet the Student's needs it may cancel the enrolment of the Student by giving not less than 4 weeks' notice.

4. Fees and Charges

- 4.1 The SEDA College NSW Council determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. The fees are revised regularly and may be amended each year.
- 4.2 SEDA College NSW may also incur expenditure for the Student's needs on behalf of the parent/carer(s) as it reasonably considers necessary, which may be added to the parent/carer(s)'s school account. Such charges will not be added without prior consultation with the parent/carers.
- 4.3 All medical expenses incurred on behalf of a Student must be reimbursed by the parent/carer(s), except where these costs are covered by the College's insurance.
- 4.4 All Fees and Charges must be paid on or before the due date set out in the fees notice.

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- 4.5 If fees are not paid within 30 days of the due date an overdue charge may be levied calculated on the amount outstanding from the due date. This charge reflects the loss which may be incurred by SEDA College NSW as a result of the late payment. The charges payable from time to time can be obtained from the SEDA College NSW office.
- 4.6 If Fees and Charges are not paid within 60 days of the due date the enrolment of the Student's enrolment may be suspended unless SEDA College NSW agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the enrolment of the Student being cancelled without further notice.
- 4.7 Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.

5. Withdrawal of Students

- 5.1 Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parent/carer(s) advise SEDA College NSW in writing of the name of the school the Student will be attending and the year level the Student will be entering at the new school.
- 5.2 If parent/carer(s) wish to withdraw a Student from SEDA College NSW, notice given must be not less than one full term's notice to expire at the end of a term.
- 5.3 If the required notice of withdrawal of a Student is not given the parent/carer(s) must pay a School term's fees

6. Obligations of Students

Students are required to have high standards of behaviour and:

- 6.1 abide by SEDA College NSW Rules and Codes of Conduct
- 6.2 behave courteously and considerately to each other and to staff at all times
- 6.3 not do anything which may bring SEDA College NSW into disrepute, including in print and electronic media
- 6.4 support the goals and values of SEDA College NSW
- 6.5 attend and, if required, participate in assemblies, SEDA College NSW sports program, important school events such as Graduation or other events determined by the Principal, and camps and excursions that are an integral part of SEDA College NSW curriculum
- 6.6 wear SEDA College NSW uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school in accordance with SEDA College NSW's guidelines and the expectation of the SEDA College NSW community
- 6.7 attend SEDA College NSW during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted

7. Obligations of Parent/Carer(s)

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The parent/carer(s):

- 7.1 must accept and abide by the requirements and directions of SEDA College NSW Council and the Principal relating to the Student or students generally and not interfere in any way with conduct, management and administration of SEDA College NSW,
- 7.2 are required to support the goals, values and activities of SEDA College NSW, and
- 7.3 Should view the College intranet (MySEDACollege) on a regular basis

The Parent/carer(s) must promptly advise SEDA College NSW:

- 7.4 in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. Offers of enrolment may be cancelled if SEDA College NSW loses contact with the parent or mail is returned
- 7.5 if the Student is absent from SEDA College NSW due to ill health or other reason
- 7.6 in writing of any orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the Student's education and welfare and provide copies of any orders to SEDA College NSW.

The Parent/carer(s) also:

- 7.7 must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as the student laptop,
- 7.8 should communicate with students, parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by SEDA College NSW from time-to-time and observe the Parent Code of Conduct,
- 7.9 should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by SEDA College NSW which are relevant to the Student's education
- 7.10 must not use social media to denigrate SEDA College NSW, staff, students or other members of the SEDA College NSW community

8. Health and Safety

- 8.1. Parent/carer(s) must advise SEDA College NSW immediately if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs
- 8.2. Parent/carer(s) must complete the required health information for the Student prior to the Student commencing at SEDA College NSW and provide updates if circumstances change or as required by SEDA College NSW from time to time.
- 8.3. If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/carer(s) are not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of SEDA College, may give the necessary authority for such treatment. The parent/carer(s) indemnify SEDA NSW College, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- 8.4. Parent/carer(s) must observe School security procedures for the protection of students
- 8.5. Students are responsible for their personal property and SEDA College NSW does not accept any responsibility for the loss of their belongings
- 8.6.** The Principal or the Principal's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

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9. Programs and Activities

- 9.1.** SEDA College NSW determines the educational and other programs and activities conducted at SEDA College NSW from time to time in its absolute discretion.
- 9.2.** SEDA College NSW may change its programs and activities and the content of these programs and activities without notice.
- 9.3.** The Student will be required to participate in all compulsory activities including excursions, camps and outdoor education unless the Principal agrees otherwise.

10. Reports

SEDA College NSW will send academic reports to the address or addresses notified by the Parent/carer(s). Where Parent/carer(s) do not live together, reports will be sent to both Parent/carer(s), where addresses have been provided, unless there is an Order of the Court or an agreement that the reports will only be sent to one Parent.

11. Leave

If the Parent/carer(s) wish to seek leave for the Student not to attend any School academic or co-curricular program or activity during a term, they must apply to the Principal in advance. Leave will not automatically be granted.

12. Suspension & Termination of Enrolment

- 12.1.** SEDA College NSW may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:
 - a) a serious breach of SEDA College NSW's rules or Code of Conduct
 - b) conduct prejudicial to the reputation of SEDA College NSW or the well-being of its students or staff, and;
 - c) where the Principal or School Council believes that a mutually beneficial relationship of co-operation and trust between SEDA College NSW and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship
- 12.2.** SEDA College NSW will only exercise its powers under this clause to expel a student if it has provided the Student and their parent/guardian(s) with details of the conduct which may result in a decision to expel the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness.
- 12.3.** SEDA College NSW may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, SEDA College NSW finds the relevant particulars of the special needs of the Student have not been provided to SEDA College NSW or the particulars provided are materially incorrect or misleading.

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13. Amendment of Terms and Conditions

SEDA College NSW may alter the terms and conditions of enrolment at any time by giving not less than two (2) term's notice to the Parent/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

14. Definitions

In the terms and conditions:

Parent means the parent/guardian(s) who entered into the contract of enrolment with SEDA College NSW

Student means the student who is named in the contract of enrolment