

ENROLMENT POLICY AND PROCEDURE

Approving authority	School Council
Purpose	This policy and procedure has been developed to meet the requirements of VRQA Minimum Standards and the National Code Standard 6.
Responsible Officer	Student Service Coordinator
Associated documents	Terms and Conditions of Enrolment Admissions and Enrolment Policy and Procedure Anti-Bullying and Harassment Policy and Procedure Anti-Discrimination and Harassment Policy and Procedure Diversity, Cultural Safety and Equity Policy and Procedure Refusal, Deferral, Suspension and Cancellation of Student Enrolment Policy and Procedure Records Management Policy and Procedure

1. RATIONALE

Ozford College (the College) has admission, selection and support services to ensure that students can adjust to study and life in Australia, achieve their learning goals, achieve satisfactory progress towards meeting the learning outcomes of the course and is an efficient process of enrolment that satisfies the needs of both students and the College.

This policy has been developed to meet the requirements of the VRQA Minimum Standards and the National Code Standard 6.

2. SCOPE

This policy applies to all prospective and existing College students and the families for students under the age of 18 years.

3. POLICY

- 3.1 The College has an open entry enrolment policy. Preference in enrolment is primarily determined by the applicant's date of enrolment.
- 3.2 The College Terms and Conditions of enrolment take into account the requirements of laws relating to the school registration, international students, privacy, discrimination and equal opportunity.
- 3.3 Students with disabilities and/or special needs will be considered for enrolment along with all other eligible applicants.
- 3.4 A student must reach the minimum age of 15 to be considered for enrolment.
- 3.5 Every member of the College community has the opportunity to learn, work and participate in an environment that is free from discrimination, harassment, bullying, vilification and victimization.
- 3.6 All students enrolling at the College deserve a smooth transition that enables them to become part of our school with minimum disruption and maximum support.

- 3.7 As the College is a Senior High School, there is no requirement for families (parents/guardians/carers) to present an immunisation status certificate before enrolment can be finalised.
- 3.8 A Register of enrolment is maintained that contains, for each student: their names, date of birth, age, Victorian Student Number (VSN), address, the name & contact details of any parents or guardian of the student, the date of enrolment and where applicable, the date the student ceased to be enrolled. The enrolment Register must be accurate and kept up to date.

4. PROCEDURE

Pre- Enrolment

- 4.1 All students are provided with a Pre-Enrolment Guide before they enrol at the College. It provides them with information on how best to prepare themselves to study and for international students, the expectations of life in Australia. A copy is also available on the College website.

Marketing and Admissions

- 4.2 The College has a Marketing team available to respond to application and admission enquiries and to ensure the speedy and effective processing of applications and enrolments.
- 4.3 The College's Admissions processes are set out in the **Admissions and Enrolment Policy and Procedure**.
- 4.4 Once students accept an offer, sign Student Acceptance Agreement and school fee is paid, a Confirmation of Enrolment (CoE) will be generated for international students.
- 4.5 All new students are then advised to report to the College on the date as specified in the Offer Letter

Arrival in Australia

- 4.6 The College can arrange for international students to be met at the airport and taken to their accommodation upon request. Students are asked to indicate the need of this service when filling in the application form.

Orientation and Transition Support

- 4.7 All students will undertake an Orientation Program during their first week at Ozford. The Orientation program involves familiarisation with living and studying in Melbourne. The contents of Orientation program include:
- Orientation to Melbourne and a tour of Ozford;
 - Details of the course, timetable, and teachers contact;
 - Details of other Student Services and Support available in Student Handbook;
 - Information on other support available, for example, legal issues, emergencies and health services;
 - Visa requirements; and
 - Contacts for assistance with payment, welfare and academic issues.
- 4.8 The **Student Support and Services Policy and Procedure** sets out the Orientation process and information supplied to students.

Enrolment Register

- 4.9 During orientation students will complete the Student Profile Form, medical form (if required) and a subject selection form during orientation. After orientation students' details will be entered in Student Management system. This includes the Student's Names, Date of birth, Contact Details, Victorian Student Number (VSN), current residential address, emergency contact details, name and contact details of any parent or guardian, Medical Condition and Special Needs requirements (if any).
- 4.10 For students (under 24 years of age) without a VSN, the VSN number must be generated for student on Department of Education VSN-VSR website. This number must then be recorded in High School Student Record system.
- <http://www.vcaa.vic.edu.au/pages/schooladmin/vsn/index.aspx>
- 4.11 Students select subjects each semester and this is recorded in the Attendance System. A timetable is then generated and issued to students.
- 4.12 The College has a Student Services Team designated to support students during their transition to study in Ozford. The **Student Support and Services Policy and Procedure** sets out the College support services available for students.

5. FEEDBACK

Feedback or comments on this Policy and Procedure is welcomed by the listed responsible officer.