

## ENROLMENT POLICY AND PROCEDURES

<b>Approving authority</b>	Executive Management Team
<b>Purpose</b>	This policy and procedure has been developed to meet the requirements of VRQA Minimum Standards and the National Code 2018 Standard 6.
<b>Responsible Officer</b>	Head of Student Services
<b>Associated documents</b>	<ul style="list-style-type: none"> <li>• Admission and Enrolment Policy and Procedures</li> <li>• Terms and Conditions of Enrolment</li> <li>• Anti-Discrimination Policy</li> <li>• Anti-Bullying &amp; Harassment Policy</li> <li>• Equal Opportunity Policy</li> <li>• Refusal, Deferral, Suspension and Cancellation of Student Enrolment Policy and Procedures</li> </ul>

### 1. RATIONALE

Ozford selection and support services ensures 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 Ozford College (“Ozford”).

This policy has been developed to meet the requirements of the VRQA Minimum Standards and the National Code 2018 Standard 6.

### 2. SCOPE

This policy applies to all Ozford’s prospective and existing students.

### 3. POLICY

- 3.1 Ozford College has an open entry enrolment policy. Preference in enrolment is primarily determined by the applicant’s date of enrolment. Ozford’s terms and conditions of enrolment take into account the requirements of laws relating to the school registration, international students, privacy, discrimination and equal opportunity. Students with disabilities and/or special needs will be considered for enrolment along with all other eligible applicants.
- 3.2 A student must reach the minimum age of 15 to be considered
- 3.3 Every member of Ozford’s community has the opportunity to learn, work and participate in an environment that is free from discrimination, harassment, bullying, vilification and victimization.
- 3.4 All students enrolling at Ozford deserve a smooth transition that enables them to become part of our school with minimum disruption and maximum support.
- 3.5 As Ozford is a Senior High School, there is no requirement for parents/guardians to present an immunisation status certificate before enrolment can be finalized.
- 3.6 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. PROCEDURES

- 4.1 **Pre- Enrolment** - All students are provided with a Pre-Enrolment Guide before they enrol at Ozford. It provides them with information on how best to prepare themselves to study at Ozford

and for international students, the expectations of life in Australia. A copy is also available on Ozford website.

4.2 **Admissions and Enrolment** - Ozford has a team of staff available to respond to application and admission enquiries and to ensure the speedy and effective processing of applications and enrolments. 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. All new students are then advised to report to Ozford College on the date as specified on Offer Letter

4.3 **Arrival in Australia** - Ozford is able to 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.

4.4 **Orientation & Transition Support** - All students will undertake an Orientation Program during their first week at Ozford. The Orientation program involves familiarisation with living and studying in Melbourne. 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.

Students are provided with a copy of:

- Student Information Sheet and Student Handbook;
- Student Enrolment Checklist; and
- Student Profile form to complete and return to Ozford.

4.5 **Enrolment Register** – During orientation students will fill in a 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: Student Names, D.O.B., 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).

4.6 **VSN** - For students (under 24 years of age) without a VSN, a VSN number must be generated for student on DEECD 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>

4.7 **Timetable and Attendance** - Students will be placed on Attendance System according to their subject selection. A timetable will be generated and issued to students.

4.8 **Student Services Support** - Ozford has a Student Services Team designated to support students during their transition to study in Ozford.

## 5. FEEDBACK

Feedback or comments on this policy and procedure is welcomed by the listed responsible officer.