

POLICY NUMBER: SSCPOL025:4**POLICY TITLE: Enrolment Policy**

Supersedes: SSCPOL025:3

Release Date: January 2020

Review Date: January 2021

1.0 PURPOSE AND SCOPE

The purpose of this policy is to guide staff in the selection of students for enrolment at Skillset Senior College Limited (SSC), acknowledging that the aim of the College is to assist young people to reconnect with education and complete their schooling.

This policy applies to all SSC staff involved in the process of enrolling new students.

2.0 DEFINITIONS

NESA - The NSW Education Standards Authority (NESA) replaced the Board of Studies, Teaching and Educational Standards NSW (BOSTES) on 1 January 2017

3.0 REFERENCES

Section 47 of the [Education Act 1990 No 8 \(NSW\)](#)

4.0 POLICY**4.1 Selection**

- 4.1.1 SSC primarily seeks to support students suffering from social or financial disadvantage, medical, psychological or emotional challenges or who have become disconnected from mainstream education. Students may be facing mental health challenges, homelessness, dysfunctional families, substance abuse issues, interface with Department of Juvenile Justice, early parenthood, neglect, living independently in refuges.
- 4.1.2 SSC cannot cater for students who are functionally illiterate in English or who require intensive behaviour or health support. Access to a counselling/support is available to all students who are enrolled in the school, but the College is not in a position to effectively manage students who cannot operate within the adult learning environment.
- 4.1.3 All students who apply to attend SSC will be required to attend an interview as part of the application process. If practicable a Parent / Guardian / Caregiver/Case Worker is required to attend to learn about the College and contribute to the information shared. Candidates 18 years or over may be able to attend an interview alone. Candidates under 18 may be accompanied by a responsible adult.
- 4.1.4 Applicants are expected to make a full disclosure of relevant details at interview and if a Student is accepted and undisclosed information relevant to the acceptance decision becomes available, then the Student's enrolment may be reviewed at the discretion of the SSC Head of College.
- 4.1.5 A student's acceptance into the College is dependent on their presentation at interview, the documentation they provide and their demonstrated ability to work within the policies and philosophy of Skillset Senior College.

Authorised by: Abbey Barrett

Position: SSC Head of College

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- 4.1.6 All applicants must provide documentation including a birth certificate. From time to time the College may require verification of vaccination history or other documentation. Photocopies of the supporting documents are placed in the student files and all other appropriate information is entered into Sentral school database.

4.2 Enrolment

- 4.2.1 Students enrolled at SSC may be required to undergo Literacy and Numeracy assessment or other cognitive testing, if the teaching staff deems it necessary. This assessment may be conducted prior to enrolment or post- enrolment at the discretion of the relevant teaching staff.
- 4.2.2 Except in exceptional circumstances, prospective students are asked to provide evidence of prior learning and a copy of the most recent school report from the last school they studied at. If necessary, SSC will contact the past school to confirm details of the prospective student's enrolment and reasons for leaving or to obtain a copy of the report. Where required, further contact may be made with other relevant organisations before a student's enrolment application is accepted.
- 4.2.3 Students entering Year 10 enrolment must demonstrate that they had significant participation in year nine studies, or equivalent or that they are suitable for year 10 enrolments as determined by the Head of College.

4.3 Acceptance

- 4.3.1 Successful applicants will receive a letter confirming their enrolment.
- 4.3.2 Copies of all supporting documents, credentials provided by the student are kept in the student's file.

4.4 Withdrawal

- 4.4.1 SSC recognises the commitment we ask of our students and that this will not suit everyone's needs and respects the right of any student to withdraw their application for inclusion at SSC.
- 4.4.2 If a candidate makes the choice to withdraw their application for enrolment this does not mean they cannot apply again at a later date.
- 4.4.3 Should a student terminate their enrolment at the College, following a period of attendance, the College will consider a request to re-enrol, at the discretion of the SSC Head of College.

4.5 Termination of Enrolment

Refer to SSCPOL026- "Termination of Enrolment" Policy

Authorised by: Abbey Barrett

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