

Galilee School Enrolment Procedure

1. OVERVIEW

- 1.1 The *ACT Education Act, 2004* (the Act) requires all children of compulsory education age living in the ACT to be enrolled with an education provider or registered for home education.
- 1.2 This procedure outlines the process for enrolment at Galilee School.
- 1.3 Enrolment is the statutory responsibility of the parents of the child of compulsory education age.

2. RATIONALE

- 2.1 Under the Act Section 2.1 (9) and 2.2.1, it is compulsory for every child living in the ACT between the ages of six and 17 years to be enrolled in and attending a school, or registered for home education until they complete Year 10.
- 2.2 Galilee School recognises that ACT families, and sometimes young people themselves, live in a diverse range of economic and social circumstances, including homelessness and temporary short-term accommodation, and that these should not be a barrier to enrolling in Galilee School.
- 2.3 The purpose of this procedure is to provide clarity and transparency in the school enrolment process by clearly setting out roles, responsibilities, and requirements for both applicants and for Galilee School.

3. ENROLMENT PROCEDURE

- 3.1 Applicants must complete a Referral Form to be considered for enrolment at Galilee School
- 3.1.1 The submission of a Referral Form does not entitle any student to progression to the next stage of the school enrolment process.

- 3.1.2 Referrals are then considered by the school with prospective students required to attend a meeting with the school to understand the expectations of the school and for Galilee School to develop an understanding of the learning and support needs of the potential student (Referral Meeting).
- 3.1.3 Following the Referral Meeting a subsequent meeting (usually) with the Principal of the School will be required for an enrolment decision to be determined.
- 3.2 Applicants must complete an Enrolment Form to enrol at Galilee School

5 LEGAL CONSIDERATIONS AND INDIVIDUAL CIRCUMSTANCES RELATED TO STUDENT WELLBEING

- 5.1.1 In most cases the Principal of the school will decide if the applicant is a suitable applicant for Galilee School taking into consideration:
- the learning and support needs of the student
 - capacity of the school
 - willingness to comply with the School's Code of Conduct and expectations of the school
 - the young person's expressed desire to attend Galilee School
 - any other factors that may impact the capacity of the student to find success at Galilee School.

6 DISABILITY EDUCATION PROGRAMS

- 6.1 Galilee School will seek to make reasonable adjustments to meet the needs of students with disability, developmental delay, or diverse learning needs.

7 DISAGREEMENT BETWEEN PARENTS

- 7.1 Should there be disagreement between parents about the suitability of a young person to be considered for enrolment at Galilee School, it is a matter for the parents to resolve.

7.2 In cases where a child is living in the ACT and is not enrolled in an ACT school, the child may be enrolled by one parent, even if the other parent disagrees.

8 OFFER OF PLACE

8.1 Applicants will receive via email or letter a written offer of a place from Galilee School.

8.2 Unsuccessful applicants will receive a letter advising of the unsuccessful status of their Referral/Enrolment at Galilee School.

8.2.1 Where the parents of the young person advise the school of a decision to not continue with enrolment at Galilee School – this will be recorded on the Referral records of that young person (a written letter to the parents/carers will not be issued in such circumstances).

8.3 Applicants are required to provide original or certified copies of the child's proof of identification.

8.3.1 Applicants may provide these documents in digital form via email or in person at the school.

8.3.2 In some cases, applicants who provide documentation electronically may also be required to present original documentation in-person at the school (if requested) before enrolment can be confirmed.

8.4 The school will confirm that details on the child's proof of identification and residence documentation match the details on enrolment application.

8.4.1 Where documents have been provided in digital form via email, the email will be deleted by the school when checking is complete. This includes deleting the email received as well as clearing it out of the deleted inbox.

8.4.1.1 If an offer of enrolment proceeds, relevant documents may be retained by the school.

8.5 No applicant will be disadvantaged if they are unable to provide the child's proof of identification. The school will work with the applicant to confirm enrolment in these cases.

- 8.6 Copies of documentation may be taken with the applicant's permission for the purpose of checking details, to be destroyed when checking is complete.

9 REQUEST A REVIEW OF AN ENROLMENT DECISION

- 9.1 Where an applicant is not satisfied with the offer of a Year 7 to Year 12 place, they have the right to request a review of the enrolment decision (Review).
- 9.2 To request a review applicants should write to the Principal and explain the reason they are requesting a review. Applicants should provide any documentary evidence in support of their request.
- 9.3 Review of an enrolment decision will be undertaken by the Principal.
- 9.4 Applicants will receive written advice from the decision maker on the outcome of the review. These will be either to **Affirm** or **Overturn** the original decision. In either case the written advice will inform the applicant of their next steps and options.

10 CONTACT

- 10.1 The Galilee School Office Manager, is responsible for this procedure.
- 10.2 For support with enrolment enquiries contact Galilee School on (02) 6293 6314 or at galilee.school@commsatwork.org

11 REFERENCES

- 11.1 Definitions
- 11.2 In addition to the definitions detailed in the overarching Enrolment policy, the following definitions are specific to this procedure.

Enrolment is the term used for the administrative procedure by which a person becomes a student of an education provider. For Galilee school, the enrolment of a student starts on the first day they are expected to attend school.

Parents includes carers, as defined in the Education Act 2004 section 6 (1)

Proof of identity of a child will be satisfied by presentation of a birth certificate or similar.

Proof of immunisation status. Where available an immunisation history statement should be provided to the school.

A **Review** is the process where an applicant is dissatisfied with the outcome of their enrolment application and asks the enrolment decision-maker to review their claim, including any additional information they may provide.

Related Policies and Documents -

- Galilee School Enrolment Policy