



School Registration

Student Enrolment Policy

<p>Source of Obligation</p>	<p>Section 125F of the Education Act requires the principal of a non-government school to keep a register of enrolments and attendances. (Section 311S of the Education Act continues the register of enrolments and attendances that the School kept before the Education Act was amended on 20 December 2022.)</p> <p>If a student has been previously enrolled at a different school or was enrolled in home education before commencing enrolment at the school, the principal must record the required information in the Student Movement Register that is maintained by the Director-General of the ACT Education Directorate within five days.</p> <p>The principal must also record the required information in the Student Movement Register within five days where a student's enrolment ends for any of the following reasons:</p> <ul style="list-style-type: none">• the student is unenrolled from the school• the student is enrolled at another education provider
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- the student is registered for home education
- the school terminates the enrolment contract for the student
- the student is transferred or expelled from the school.

The **ACT Education Directorate** has issued a Student Movement Register Policy and a Student Movement Register Procedure for Independent Schools that provides instructions for Independent Schools in the ACT to upload data to the Student Movement Register for student movement events in their schools.

Registration Standard 2.8 requires the school to have a written enrolment policy; written enrolment procedures; and a written enrolment contract. The enrolment policy and enrolment contract must clearly state the grounds on which a student's enrolment may be ended. The enrolment policy and enrolment procedures must have regard to the effect on a student of ending the student's enrolment and apply natural justice and procedural fairness.

Under Registration Standard 2.5, a school must consult students, parents and staff about the school's enrolment policy and ensure it is available to current and prospective students, parents and staff.

Background

The Interim Guidelines suggest that a school's enrolment policy, enrolment procedures and enrolment contract should reflect the

requirements outlined elsewhere in the Education Act as amended.

Section 10 requires the parents of a child who is of compulsory school age to enrol the child with an education provider or to apply to register the child for home education. Section 11H permits the child or the child's parents to apply to the Director-General for a certificate (an exemption certificate from these requirements).

Section 10AA establishes the Student Movement Register.

Section 16B provides for the Director-General to issue a child's parents with a compliance notice in certain circumstances.

Sections 17U-17Y deal with expulsion from Catholic systemic schools and other non-government schools.

Section 125D provides for the principal of a registered school to approve an educational course for students at the school that may be provided at a place other than the school.

Sections 125E and 125F require the principal to keep a register of enrolments and attendances for the school. Under section 125G, the principal may have to make the register available to an authorised person.

Section 125J provides that, where a student has not been attending school regularly, the principal of the school may, by written notice, require the student's parents and the student to

	meet an authorised person (non-government) at a stated place and time.
Enrolment Contract	The Principal is responsible for ensuring that Galilee School's contract of enrolment meets the requirements for registration.
Student Enrolments	Galilee School keeps a register of enrolments and attendances of all students at the School in electronic form .
Information for Register of Enrolments and Attendances	<p>The School's register of enrolments and attendances records the following information for each student:</p> <ul style="list-style-type: none"> • full name • the attendance or non-attendance at the School on every day when the School is open for attendance.
Reasons for Terminating a Student's Enrolment	<p>The grounds on which a student's enrolment may be terminated are:</p> <ul style="list-style-type: none"> • failure to address the concerns raised by the school with the parents with regard to not positively supporting the attendance and engagement of the student at Galilee School • failure to address the concerns raised by the school with parents with regard to not meeting the obligations as a parent under the ACT Education Act 2004 • failure by parents to comply with any aspects of the Galilee School Enrolment Agreement

- failure to comply with the school's expectations of student and guardian conduct, as set out in the school's Code of Conduct and associated policies.

Information to be Entered into Student Movement Register

The **Principal** records the following information in the Student Movement Register for each student who is enrolled at the **School**, having been previously enrolled at another education provider or registered for home education, whether under the Education Act or a corresponding law:

- the name of the **School**
- the name of the student
- the day the student was enrolled at the **School**
- if the student was previously—
 - enrolled at another education provider—the name of the education provider (if known)
 - registered for home education—whether the student was registered for home education in the ACT or another State or the Northern Territory (if known).

The **Principal** records the following information in the Student Movement Register for each student whose enrolment ends because the student is unenrolled from the **School**, the student is enrolled at another education provider, the student is registered for home education, the **School** terminates the enrolment contract for the student or the student is transferred, expelled or excluded from the **School**:

	<ul style="list-style-type: none"> • the name of the School • the name of the student • the day the enrolment ended • the reason the enrolment ended • if the student is, or is to be, enrolled at another education provider—the name of the new education provider (if known) • if the student is, or is to be, registered for home education—whether the registration is in the ACT or another State or the Northern Territory (if known) • if the student is not to be enrolled at another education provider, and is not to be registered for home education—the proposed arrangements for the student’s education after the enrolment ends (if known) • the name and contact details (home address, postal address (if different from the home address), email address and telephone number) of the student’s parents.
<p>Overseas Students</p>	<p>Galilee School is not CRICOS registered and does not enrol overseas students.</p>
<p>Anti-Discrimination</p>	<p>Galilee School is committed to the principles of anti-discrimination in all School operations and activities. The School has developed a comprehensive Anti-Discrimination Policy.</p> <p>We will consider all enrolments in accordance with our <u>Disability Discrimination Policy</u> but reserve the right to depart from that policy where it is legally permitted to do so.</p>

Records	Galilee School retains records of student enrolments for the period of time specified in our <u>General Records Management Policy</u> .
Availability of this Policy	This Policy is available to current and prospective students, parents and staff Insert Location/Link.
Implementation	The Executive Team and authorised delegates are responsible for the effective implementation of this Policy.

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