



Student Enrolment Policy

Purpose:	This policy should be read in conjunction with The YMCA Vocational School's enrolment referral and application documents. Before signing The YMCA Vocational School's referral and application forms, it is understood that you have read, agreed to and are willing to abide by the terms and conditions, as stated in the documents.	
Scope:	Students, parents, carers and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	Approved	Supersedes: Student Enrolment Policy r.0
Authorised by:	Business Services Manager	Date of Authorisation: 10 January 2019
References:	<ul style="list-style-type: none"> • Education (Accreditation of Non-State Schools) Regulations 2001 (Qld) • Australian Education Act 2013 (Cth) • Australian Education Regulations 2013 (Cth) <p>http://www.ymcabrisbane.org/about/safeguarding-children</p>	
Review Date:	Every 2 years	Next Review Date: 10 January 2021
Policy Owner:	Business Services Manager	

APPLICATION FOR ENROLMENT

1. Applications must be made on the school's official referral /application forms. Referring parties and parents/carers of the student must sign the relevant forms.
2. While application is a pre-requisite to admission, it is not a guarantee of admission. The YMCA Vocational School reserves the right to offer a place to any applicant irrespective of date of application. Reasons for non-admission are limited to;
 - No places available at the student's year level
 - The YMCA Vocational School cannot provide adequate resources and support to meet the student's needs
 - Unresolved issues between the student and other student/s currently enrolled at the school that may breach Child Safety or Duty of Care

ENROLMENT CAPACITY OF THE SCHOOL

The YMCA Vocational School will always attempt to cater for all students that apply. The YMCA Vocational School makes reasonable adjustments to accommodate all students. While reasonable adjustments are made, The YMCA Vocational School does offer some activities which may not be suitable for all students. Such activities may include gym use, vocational education and training and excursions.



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The YMCA Vocational School caps enrolments. The reason for this is that small class sizes are maintained, to cater for the individual needs of each student. Even when the total school population falls below the defined enrolment limits, vacancies may not necessarily exist. Enrolment applications are preferred at the beginning of the school year, however, applications are welcome any time during the year.

ADMISSION TO THE SCHOOL

1. Admission to the school is conditional upon the Principal or Principal's delegate, being satisfied as to the suitability of the student.
2. All students and carers must be willing to abide by The YMCA Vocational School's policies and procedures, and Health and Safety requirements.
3. The offer of a place at The YMCA Vocational School will only be made after receipt of a complete application and supporting documents, as outlined on The YMCA Vocational School Application Checklist (Form 1), and the application interviews have been complete



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ENROLMENT PROCESS

If the student is successful in the application for enrolment, The YMCA Vocational School will contact the nominated primary contact person to arrange an enrolment interview.

Enrolments will last for the period of schooling open to the student, from commencement year, until completion of year 12.

ABSENCE AND ENROLMENT OF A STUDENT

The nominated carer or referring organisation is to inform The YMCA Vocational School at the earliest convenience if the student has withdrawn or is planning to withdraw from the school program.

A student under 17 years of age must attend school, work experience or be employed. Staff will follow up students with unexplained absences of more than 1 day. If the unexplained absences persist, all actions required to be taken by law will be followed through. Centrelink may require the repayment of Austudy or Abstudy fees, if applicable.

DISCIPLINE OF A STUDENT

YMCA Vocational School staff will always seek to manage discipline in a positive manner; to help improve long term behaviour. The Wellbeing Team may be engaged to help determine reasons for behavioural concerns and develop strategies for how to best assist individual students.

CHANGE IN PARENT / CARER RELATIONSHIP AND PERSONAL DETAILS

Parents / carers must inform The YMCA Vocational School of any changes in their relationship to the student since the application was lodged prior to enrolment. Changes to carer contact information and order, medication and medical conditions must be advised in writing.

It is the responsibility of the carer to ensure that the student's address and personal details are kept up to date. The YMCA Vocational School will not be held liable for the loss of correspondence or student information (including certificates) if up to date personal information has not been provided.

IMPORTANT NOTICE

As a Special Assistance School (SAS) school we work under section 182 of the Education (General Provisions) Act 2006 in providing flexible arrangements for students to engage in and access the curriculum at the best level determined for them. We use past records, parental interviews, relevant assessment tools and ongoing observations to develop a Personal Education Plan (PEP) for each student. This is a condition of entry on a student's enrolment to the school, that parents /carers agree upon.

This means that junior secondary students are enrolled in strands of the Australian curriculum and senior secondary students are enrolled at a variable progression rate (variations to typical patterns of study) focusing on the Queensland Education senior phase of learning (10-12) which is also informed by the Australian Curriculum requirements.



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PRIVACY STATEMENT

We collect your student's personal information for the following purposes:

- to enable us to enrol them in the School;
- track and report upon their academic and vocational progress;
- support their wellbeing needs;
- maintain contact with you; and
- perform other matters related to the operation of the YMCA Vocational School.

If a potential student does not receive an offer of enrolment, all information provided will be destroyed.

Unless otherwise advised in writing, you give us your explicit informed consent to our exchanging information with any part of Y-Care (South East Queensland) Inc. and the YMCA of Brisbane. The YMCA Vocational School may also provide information to any third party service provider or professional advisor for these purposes, or purposes reasonably related to them, and also for any other purpose you have consented to or as authorised by law. If you provide us with personal information about another person other than yourself or your student, please ensure that you tell that person about this privacy statement. Further information about what personal information is; as well as why and how we collect, hold, use and disclose it; and how you can access your personal information is available in our Privacy Policy which you can obtain from our website www.ymcabrisbane.org

Please note that Y-Care (South East Queensland) Inc. is both the legal entity for the School and the Social Impact arm of the YMCA of Brisbane.

SAFEGUARDING CHILDREN & YOUNG PEOPLE

The YMCA is committed to Safeguarding children and young people and has a range of policies and procedures to keep children and young people safe. Details of these policies are available at: www.ymcabrisbane.org along with information on YMCA's obligation to report child safety concerns, and how you can report child safety concerns.