



## ENROLMENT POLICY

*Kamaruka takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safe Standards as specified in Ministerial Order No. 870 (2015)***

### PURPOSE

Kamaruka's Enrolment policy complies with all applicable State and Commonwealth laws including those relating to discrimination and the duty to make reasonable adjustments, equal opportunity, privacy, immunisation and the Australian Consumer Law.

The Victorian Registration and Qualifications Authority (VRQA) has established minimum standards in relation to Student Enrolment Numbers, Enrolment Policies and Enrolment Registers.

The enrolment policy makes clear who is eligible for enrolment as a domestic student.

### POLICY

A proportion of funds raised or fees collected may be applied to the conduct of the school.

Student information is treated confidentially and managed in accordance with Victorian privacy laws and legislation relating to immunisation.

Copies of official immunisation certificates are obtained from parents/guardians prior to enrolment and a file maintained containing these. (It is not sufficient to sight the stamped immunisation booklet).

Immunisation status certificates indicate whether primary students have been immunised against some or all of these infectious diseases: hepatitis, diphtheria, tetanus, whooping cough, poliomyelitis, haemophilus influenza type B, pneumococcal, rotavirus, measles, mumps, rubella, meningococcal, chickenpox.

Parents/carers of children not immunised are instructed to be kept at home for the recommended period as outlined in the Department of Health's School Exclusion Table.

## **REGISTER OF ENROLMENTS**

Kamaruka maintains an enrolment register that contains the required information and allows for accurate data collection for census purposes. The enrolment register records the total number of students enrolled in the school.

Processes and procedures are in place ensure the enrolment register is kept up-to-date.

Kamaruka maintains a register of enrolments that contains the following information in relation to each student enrolled at the school:

- (a) the student's name, age and address
- (b) the name and contact details of any parent or guardian of the student
- (c) the date of enrolment of the student
- (d) the Victorian student number allocated to the student under Part 5.3A of the Act
- (e) the date that the student ceases to be enrolled at the school (if applicable)

At the time of an initial enrolment at school a Victorian Student Number (VSN) is allocated to a student in the name certified in admission documents. Subsequent enrolments are in the name attached to the VSN.

*Student Background Characteristics Data* is also collected at the time of enrolment.

## **CRITERIA FOR ENROLMENT**

The criteria on which offers of enrolment at Kamaruka are made are as follows:

- i. Severe Emotional Disorder

Children who require specialist education provision as well as psychiatric or psychological treatment or monitoring in relation to the social, emotional and behavioural problems they are experiencing. This may include ADHD and/or ASD.

- ii. Age

Children will be at least 7 years of age and under 17 years of age during their placement at Kamaruka.

- iii. Family Involvement

Parents/carers need to be aware of Kamaruka's *Conditions of Entry* (see below), and school policies and undertake to comply with these. Parents/carers support the program at Kamaruka and work cooperatively with staff to implement sanctions conducive to behavioural change.

iv. Intellectual Ability

Children need to be functioning within or above the average range of intelligence (as measured on a standardised test, a Full Scale IQ 80 or above) in order to be able to benefit from the programs offered at Kamaruka. As the level of intelligence may be difficult to determine in very young children with social, emotional and behavioural difficulties, such children may be referred on to a more appropriate school placement following periodic review.

v. Duration of Placement

Placement at Kamaruka is full time, with duration according to individual need, and is dependent on the age of the child upon enrolment.

vi. Prognosis for Change

There should be positive indicators of children's ability to sustain changes made and to reintegrate into mainstream education following placement at Kamaruka.

vii. Student Participation

The student participates in all activities in the program, including martial arts and school camps unless exempted by the Principal. The student demonstrates a willingness to modify unacceptable behaviour, accepts consequences and is compliant with school rules and staff guidance. The student's behaviour is not so severe that it threatens the progress of other students and the success of the program.

## **ENROLMENT PROCEDURES**

Enquiries and referrals may come from child and family agencies, medical and mental health professionals as well as directly from families. Children may also be referred from Government, Catholic and Independent schools.

Parents are invited to contact the school to arrange an initial interview. It is preferred that both parents attend this interview which includes information about Kamaruka's programs, a short tour of the school, and a discussion with parents about the child's history and presenting problems. All relevant professional reports need to be provided.

Professionals involved with the child or a supportive friend or family member may be invited by parents to attend this initial interview with them.

A statement from a psychiatrist or psychologist confirming the need for specialist education placement, as well as the need for regular treatment or monitoring, is required prior to commencement at Kamaruka in order to comply with Australian Government funding criteria. A *proforma* is provided for this purpose.

Pending a trial period, if placement is considered to be appropriate, an offer of enrolment will be made by the Principal. Children may commence at Kamaruka at any time during the school year subject to availability of a place.

## **PARENTS'/CARERS' AGREEMENT**

In the event of a child being accepted for enrolment at Kamaruka, parents/carers are required to agree to the following:

- To provide to the school all relevant documentation pertaining to their child in order that staff have the best possible understanding of his/her and presenting issues.
- To co-operate fully with all school policies and practices including regular contact with, and a twelve-monthly review by, their child's psychiatrist or psychologist.
- To keep staff informed of all pertinent educational, psychological and medical details in relation to their child as well as any changes to contact or emergency contact information.
- To advise staff of the introduction of, as well as adjustments to, their child's medication/s in order that resulting changes in mood or behaviour or other side effects may be properly understood and more closely observed and managed at school.
- To allow their child to participate in all aspects of the school program including sessions with specialist support staff (psychologist, school counsellors, speech therapist), as indicated.
- To attend *Program Support Meetings*, parent/teacher interviews information sessions, and any other meetings requested by staff.
- To comply with all policies including collection of their child from school should there be an incident of physical aggression
- To reimburse the cost of repairs to, or replacement of, any property belonging to the school, to the school community or to neighbours, in the event of deliberate damage by their child.
- To consult fully with Kamaruka staff, as well as with their child's psychiatrist or psychologist, in relation to the process of transition from Kamaruka at the completion of placement here.
- Enrolment in the Kamaruka program is subject to regular review by the Principal in consultation with school staff.

## **CONDITIONS OF ENTRY**

Completion of an *Application for Enrolment* and signed agreement undertaking to comply with *Conditions of Entry* as follows:

- All tuition fees shall be payable prior to commencement of the term to which they relate. Unless the School Board otherwise determines, the student may not be permitted to attend school if such fees are outstanding without explanation.
- A full term's notice in writing to the Principal is required in the event of withdrawal of a student from the school. Otherwise payment of a full term's fees is required.
- The *Parents'/Carers' Agreement* (see above) has been completed and signed by both parents/guardians.
- Acknowledgement that the school reserves the right, without recourse, to exclude a student – either on a permanent or temporary basis – at the absolute discretion of the Principal and as specified in the terms of the school's *Suspension and Expulsion Policy*. Any student who has not responded to the measures and strategies implemented to modify behaviour, may not be permitted to continue their enrolment at Kamaruka.

## **DISPUTED PARENTAL CONSENT**

In situations where there is disputed parental consent in relation to enrolments, parents/guardians are responsible for providing the Principal with up-to-date information and documentation relating to relevant court orders or informal arrangements that are in place.

Court orders may include a Parenting Order, a Family Violence Protection Order or a Protection Order.

Should decisions need to be made that relate to a long term issue about the care, welfare and development of the child then the following persons can make these decisions:

- The persons with 'parental responsibility' for 'major long term issues'
- The person who has 'guardianship' of the child
- The person who has been given responsibility for this decision pursuant to a Court Order or Parenting Plan

Should a decision relate to other issues about the care, welfare and development of the child then the following persons can make decisions on the child's behalf:

- The person with 'parental responsibility' who is spending time with the child at the particular time
- The person who has 'custody' of the child
- The person who is the 'carer' of the child

## LEGAL AND REGULATORY BASIS FOR COMPLIANCE

- Schedule 4 clause 9 of the Education and Training Reform Regulations 2017
- VRQA minimum standards

## EVALUATION

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
September 2021	Board	September 2024