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# Enrolment Policy

## Objective

Cire Community School is committed to ensuring that students are enrolled in the school in a manner that is fair, transparent and non-discriminatory. In achieving this standard, the school will ensure comprehensive and accurate information is provided to parents as they enter into an enrolment agreement or contract with the school.

The school is committed to maintaining accurate records that comply with the school's legal obligations in relation to school enrolment.

## Aims of the Policy

- To ensure admission to the school is fair, transparent and non-discriminatory.
- To specify the information that parents must have when entering an enrolment agreement or contract.
- To comply with the requirements of Education and Training Reform Act 2006 (Vic.) and other relevant legislation.
- To comply with the requirements of Australian Consumer Law.

## Scope

To provide information on the admissions process to perspective Parents/Guardians/Carers who want to enrol their child at Cire Community School.

## Communication of the Policy

- The school publishes its enrolment policy and procedure on its website and by application to the school office.
- The school publishes the enrolment agreement on its website and by application to the school office.

## Process

1. Interested Parents/Carers/Guardians and Students should complete our Parent Questionnaire to determine whether the Cire Community School approach to teaching and learning matches their thinking.
2. A Parent Questionnaire can be requested using the 'Register you Interest' button on the website or by emailing [communityschool@cire.org.au](mailto:communityschool@cire.org.au) . The form includes a section for applicants to enter their contact details and questions requiring responses from Parents/Carers/Guardians detailed information about their child.
3. Along with the Parent Questionnaire, applicants will be asked to sign a Permission to Share and Obtain Information form. This form allows our Wellbeing staff to request reports from previous school or professionals listed in the Parent Questionnaire which helps to provide a complete picture of the needs of their child.

4. Once the completed Parent Questionnaire is received, the campus Administrative Assistant will make contact with the child's previous school to obtain a School Questionnaire.
5. Successful applicants will be invited to a face-to-face meeting with the Campus Principal for a look around the school and it is also an opportunity to ask any further questions they may have. An Enrolment Pack will be provided at this time to be completed and returned at the next meeting (step 6).
6. Following the meeting with the Campus Principal, the student's information will be passed on to the relevant teacher for them to book in an engagement meeting with the student and their parent/guardian/carer.
7. Following the Engagement Meeting the student will be advised of their start date.

In the event that our school campus is at capacity and enrolment applications are placed, applicants will be placed on a wait list. When a place becomes available the campus principal will audit the waitlist, make offers as deemed appropriate based on the information obtained in the enrolment application.

### **Other Enrolment Guidelines**

As an independent school, Cire Community School relies on a combination of government funding and tuition fees paid by Parents/Carers/Guardians to cover its operating expenses.

A deposit of \$100 per child is due at the time of enrolment at Cire Community School. This deposit will appear as a credit on the family's first school fee invoice or will be forfeited if an offered place is not taken. Enrolments will not be finalised until fees are either paid in full or a formal payment plan has been entered in to via school administration.

The final decision regarding acceptance / non-acceptance of each enrolment application is with the Campus Principal. Parents/Carers/Guardians may refer to the School's Concerns and Complaints Policy should they choose to appeal the decision.

### **Legal and regulatory basis for compliance**

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- Equal Opportunity Act (Vic.) 2010
- Disability Discrimination Act 1992 (Cth.)
- Disability Standards for Education 2005 (Cth.)
- Australian Education Act 2013 (Cth.)
- Australian Education Regulation 2013 (Cth.)

### **Related Documents**

- Privacy Policy
- Complaints Policy
- Enrolment Procedure
- Enrolment Administration Procedure

**Organisational Area**

Cire Community School

**Approved by**

The Board

Signature:



Date: July 2022

**Operative Date**

August 2021

Reviewed: July 2022

**Review Date**

July 2023