

# DE Enrolment

## Policy Scope

This policy is for the management of ACC Marsden Park Ltd. The Principal or their delegate is responsible for the implementation of the policy and any procedures.

## Policy

Enrolment in the distance education program is open to students who can meet the following criteria:

1. The Parent/Supervisor is able to sign and adhere to the enrolment contract
2. The Parent/Supervisor is able to comply with the policies and procedures for distance education including but not limited to:
  - a. Completing student attendance
  - b. Communicating with the school as issues arise
  - c. Participation in the NAPLAN tests when appropriate unless a special exemption is granted
  - d. Ensuring student attendance at the mandatory residential school program
3. The student is engaged in the learning program to the satisfaction of the school. This includes but is not limited to:
  - a. Participation in daily work
  - b. Participation in class discussions
  - c. Participation in assessment
  - d. Returning work to the school as required

## Enrolment Procedure

1. The first point of contact for enrolment will be the school website (<http://marsdenpark.accde.edu.au>).
2. Interested parents will complete the online enrolment form located on the school website.
3. The teacher will contact the interest parent to discuss their enrolment and confirm with the parent two key issues:
  - a. The residential program
  - b. The inability of the distance education program to issue the ROSA
4. If a parent signals their intention to apply for enrolment, the teacher will discuss the application with the Principal.
5. The Principal will determine if the student is accepted into the distance education program based on their ability to meet the requirements as defined in the enrolments policy.
6. The parent is notified of the outcome of their enrolment application.
7. If successful, the parent completes a fee payment form and returns it to the school along with any other documentation requested in the enrolment application.

8. When an enrolment application is processed, the student and the parent receive their login credentials to the school's learning management system via an email from the administration officer.
9. The administration officer informs the teacher(s) so that they can initiate the induction process into distance education through an online course and through a follow-up phone call.

### **Withdrawal by the Parent/Supervisor**

If a parent/supervisor wishes to withdraw their child from the distance education program they must do the following:

1. Provide written notice to the school via email of the intention to withdraw and the child's last day in the distance education program
2. Complete all outstanding attendance recording
3. Notify the school of the next destination for their child's education
4. The school will contact the BOSTES Home Schooling Unit if a next destination is not supplied to the school on withdrawal.

### **Student Report Cards & Records**

The school will only issue a semester grade report if a student has completed a semester (two complete terms) in the distance education program. The school does not issue grade reports for students who leave the school without completing semester one or semester two.

The school only maintains a record of student information as required by legislation. This information includes the enrolment register and the attendance records.

Classroom work is not maintained by the school and it is the responsibility of the student if they wish to keep a record of this work.

### **Withdrawal by the School**

At the Principal's discretion, the school can initiate a withdrawal of the student from the school on the grounds that the student and/or parent/supervisor have not met their obligations under the Enrolment Policy and the Enrolment contract.

### **Evidence of Policy Compliance**

1. DE Enrolment Register in Quickschools
2. DE Enrolment Contract
3. DE Training Program - Primary
4. DE Training Program - Secondary

**Policy Review**

On change of legislation or at the discretion of the School Board of ACC Marsden Park Ltd.

**Policy Version**

3.0