



Enrolment Compliance Policy

Source of Obligation

The Victorian Registration Standards require the College to have:

- (sch 4 cl 7) a minimum of 20 students enrolled in the College.
- (sch 4 cl 8) a clearly defined enrolment policy that complies with all applicable State and Commonwealth laws.
- (sch 4 cl 9) a register of enrolments, containing the prescribed information in relation to each student.

The VRQA Guidelines also require the College to maintain and publish an enrolment agreement with parents or guardians which complies with all State and Commonwealth laws and contains the prescribed information.

The number of enrolments refers to students of compulsory school age; it does not include children who are less than six in their first year at school.

Enrolment Policy

Harkaway Hills College is committed to an open enrolment policy that is consistent with our **Philosophy** and all applicable State and Commonwealth Laws, including anti-discrimination, equal opportunity, privacy and immunisation legislation.

We accept enrolments on the basis of:

- academic ability
- interests and extracurricular achievements
- date of application
- family or other association

Harkaway Hills College enrolls students in **Foundation - Year 5 (in 2020)**.

Enrolments outside of these intakes will be considered on an individual basis. All applications for enrolment at the College must be completed in accordance with the **Student Enrolment Form**

Enrolments are considered by the Formation Committee each year.

The Formation Committee will consider each application and make a determination based on the enrolment criteria.

Harkaway Hills College is committed to the principles of our anti-discrimination obligations. We will consider all enrolments in accordance with our **Disability Discrimination Policy** and our duty to make reasonable adjustments but reserve the right to depart from that policy where it is legally permitted and in accordance with our Statement of Philosophy.

Enrolment Register

Harkaway Hills College keeps a register of enrolments of all children at the College in Sentral Database.

The register of enrolment records the following information in relation to each student enrolled at the College:

- the student's name, age and address
- the name and contact details of any parent/carer of the student
- the date of enrolment of the student
- the Victorian student number allocated to the student
- the date that the student ceased to be enrolled at the College (if applicable).

The Enrolment Register is kept up-to-date by the Operations Manager, James Cheong.

Our Enrolment Register evidences that we meet the minimum number of students requirement.

Enrolment Agreements

The College requires the parents/guardians of each student enrolled at the College to have a current, signed **enrolment agreement (Appendix IV)**. A template enrolment agreement is made publicly available.

Our template enrolment agreements ensure that our obligations under:

- anti-discrimination and equal opportunity laws
- privacy laws
- immunisation laws
- the Australian Consumer Law
- are effectively met and documented.

Each agreement also includes:

- a copy of our code of conduct that is applicable to students, parents and guardians
- fees information
- educational services provided
- the grounds on which the agreement may be terminated by either party.