

Student Enrolment Policy and Procedures

Introduction

The governing body of a registered individual school must demonstrate that the school has enrolment and attendance procedures that comply with all relevant laws and are detailed in written documents in a clear and concise manner.

Purpose

This Policy and its Procedures outline how the school meets the requirements regarding Enrolment Policies.

Scope

This Policy and its Procedures apply to all students at the school.

Roles and Responsibilities

Enrolment at Dunlea Centre is considered after a thorough orientation of the program and family assessment.

Policy Statement

Student Enrolments

Dunlea Centre keeps a register of enrolments of all children at the Agency in print and electronic form.

Procedures

Enrolment Process

You can contact Dunlea Centre directly to express your interest in their programs or services. You can do this by phone, email, or by filling out a contact form.



Attend a Family Talk

This is an opportunity to see Dunlea Centre and get to know the services provided and collect an application form. Application forms are only handed out in-person at a Family Talk.

Submit your application forms

Application forms are date stamped and processed in order of the date submitted. All information needs to be provided before the initial assessment will be booked.

Initial Assessment

Dunlea Centre will conduct an initial assessment of your needs to determine whether their programs or services are appropriate for your situation. This is an in-person meeting, ideally with all people who will be actively involved in the program (e.g. young person, parents/guardians, and on some occasions a support service provider). This assessment generally takes about 1-2 hours and is your opportunity to discuss your needs, and for Dunlea Centre to assess your suitability for the program.

Admission

If you are accepted into the program, Dunlea Centre will provide you with information on what to expect and how to prepare for your admission. Further details are discussed in the Family Talk, however if you have any specific questions please [contact Dunlea Centre](#) directly.

Information for Register of Enrolments

The register of enrolments records the following information for each student:

- name, date of birth and address
- name and contact phone number for parent(s)/guardian(s)
- enrolment date of enrolment
- leaving date and destination

- for students older than six (6) years, pre-enrolment situation or previous school (where relevant)
- where the destination of a student below seventeen (17) years of age is unknown, evidence that the NSW Department of Education has been notified of:
 - the student's full name
 - the student's date of birth
 - the student's last known address
 - the student's last attendance date
 - the student's possible destination
 - parents'/guardians' full names and contact information
 - any known work health and safety risks associated with contacting the parents/guardians or student
 - any information that may help locate the student.

Records of the Register of Enrolments

The register is retained for a period of five years after the last entry is made, and copies of information in the register are stored off site at regular intervals.

Implementation

The Executive Director and appointed delegates are responsible for the effective implementation of this Policy.

Breach

This section is not applicable

Source of Obligation

The NSW Registration Manual (B7.1) requires the Executive Director of the Agency to keep a register, in a form approved by the Minister, of the enrolments of all children at the Agency.



The NSW Registration Manual (B8.2) requires the Agency to provide a safe and supportive environment by maintaining a student enrolment register.

Policy Administration

This section is not applicable.

