

Purpose

This policy provides the framework under which students can be enrolled at Hester Hornbrook Academy (HHA).

Scope

HHA recognises the human rights of all people to seek equal access to education. Offers equal opportunity to all people who seek to enrol in any of its subjects or programs. Does not discriminate against any person under any circumstances, especially in regards to the attributes listed in s. 6 of the *Equal Opportunity Act 2010 (Vic)*

Policy

- HHA must only enrol students who are between 15-24 years old on 30 April in the year of enrolment.
 - Students who are older than this may seek similar flexible education by enrolling in Melbourne City Mission's (MCM) Registered Training Organisation.
- In accordance with HHA's Philosophy and Strategic and Business Plan, HHA must only seek to enrol students who are disengaged, or are at risk of disengaging from education, and are deemed to be in need of the flexible learning environment that HHA provides.
- Students can be enrolled at HHA on a rolling basis throughout the school year.
- The use of students' sensitive information must be managed throughout the enrolment process in line with the HHA Privacy Policy, the HHA Student Records Procedure and all relevant legal requirements.
- HHA must maintain an Enrolment Register that must list all students enrolled at HHA, and include the following information as a minimum:
 - The student's name, age (or date of birth), and address.
 - The name and contact details of any parent/guardian/carer of the student.
 - The date of enrolment of the student.
 - The date the student ceased to be enrolled at the school (if applicable).
- The HHA Enrolment Register must be kept up to date throughout the school year by HHA management and administration staff.
 - Students and parents/guardians/carers must be informed during enrolment and at the start of every school year that any changes to the details they provided during enrolment must need to be provided to HHA as soon as practicable.
 - Class Youth Workers and Educators must assist this by checking the HHA Enrolment Register at least once per term to confirm that all details for their students are up to date.
- The HHA Enrolment Forms must be completed by all students prior to enrolment.
- The HHA VCAL and VET Handbook describes the educational services offered during enrolment.

Accountability

HHA Philosophy
HHA Strategic and Business Plan
HHA Student Learning and Wellbeing Strategy
HHA Privacy Policy
HHA Student Records Procedure
HHA Attendance Procedure
HHA VCAL_VET Handbook
HHA Child Safe Policy

Legislative context

Universal Declaration of Human Rights 1948 (UN)
International Covenant on Economic, Social and Cultural Rights 1966 (UN)
Equal Opportunity Act 2010 (Vic)
Charter of Human Rights and Responsibilities Act 2006 (Vic)
Education and Training Reform Act 2006 (Vic)
Australian Education Act 2013 (Cth)
VRQA Independent School Application Form – C.2.2.i

Definitions

The following definitions apply to this document:

VCAL Victorian Certificate of Applied Learning
VCAA Victorian Curriculum and Assessment Authority

Supporting Material

Document number	Document title
Version 1	HHA Enrolment Policy June 2016 available for Administration
Version 2	HHA Enrolment Policy Nov 2016 available for Administration
	Enrolment Procedure
N/A	Form
N/A	Guidelines

Development and Review

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