

Section of Manual:	6. ENROLMENT & ATTENDANCE – 6.1 ENROLMENT		
Document	POLICY 6.1.1: ENROLMENT		
Date of Endorsement:	August 2022	Review Date:	August 2024
Review Panel	CEO/Principal, Head Teachers must be a part of the review of this Policy		
Purpose:	To ensure: the consistency of enrolment across the School		
Scope:	Relates to school staff and programs		
RANGS Manual:	3.8 Attendance; 3.6.2 Safe & Supportive Environment		
Policy:	<p>Western Riverina Community School (WRCS) is a Special Assistance School specifically designed to re-engage disenfranchised and ‘at risk’ young people.</p> <p>Our school aims to provide opportunities to young people, primarily aged 15-17 years, who are unable to complete their education within the traditional school environment.</p> <p>The selection criteria for the School focuses on eight key areas:</p> <ul style="list-style-type: none"> - Learning difficulties/disabilities - Behavioural difficulties/disabilities - Social disadvantage - Age - Academic achievement - Financial disadvantage - ESL/ATSI - Isolation <p>The School cannot cater to students who are functionally illiterate or who require intensive behavior or health support. Such students would be more fully catered for in a smaller environment, of which there are several in the local environment. The School will offer suggestions for such facilities should the need arise. We provide case management to all students who are enrolled in the school but are not in a position to manage students who cannot operate within the adult learning environment.</p> <p>As part of the application process, all students who wish to apply to attend the School will need to come in and meet with a member of the Executive staff in the first instance. If appropriate, the student will be offered an Enrolment Pack which must be completed in its entirety, including providing all supporting documentation, prior to being offered an interview. Following an interview, the Executive staff will meet to discuss the outcomes of the interview and the student’s suitability for</p>		

	<p>enrolment at WRCS. A student’s acceptance into the School is dependent on their presentation at interview and their demonstrated ability to work within the policies and philosophy of the School.</p> <p>All students who are enrolled at the School will need to undergo a Literacy and Numeracy assessment if the teaching staff deems it necessary. This may be conducted prior to enrolment if required.</p> <p>Register of Enrolment</p> <p>The register of the school student enrolments must be retained by the School, or in the event of a name change, retained by the governing body, for a period of five years before the register is archived.</p> <p>The register of enrolment will be kept in electronic form.</p> <p>All staff will be provided with access to the student enrolment register; however, no changes can be made to the records unless directed by the Principal/Head Teachers, or with supporting documentation from the student. In these circumstances these changes should only be made by administrative staff.</p>
<p>Supporting Documentation</p>	<p>6.1.2 Maintaining Register of Enrolment</p> <p>6.1.3 Information required upon application to the School</p> <p>6.1.4 Retaining of School records</p> <p>6.4.2 Enrolment agreement</p>