

ENROLMENT Policy

(Including Enrolment Register)

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| Ratification Date: RNS Board 01/09/2021 | Next Review: 2023 or after an event or changes to the minimum standards as advised by the VRQA | Availability: <table><tr><td>Web</td><td>X</td></tr><tr><td>Office</td><td>X</td></tr><tr><td>On Request</td><td>X</td></tr></table> | Web | X | Office | X | On Request | X | Actions: |
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BACKGROUND:

The River Nile School (RNS) has been established as a charitable, not for profit association to assist disadvantaged migrant, refugee and asylum seeker young women of school age who have become disconnected from mainstream education or are new arrivals to Australia and require additional support with developing language and learning skills whilst adapting to life in Australia.

Consequently, the Enrolment Policy is to offer places in the VCAL Program to young women in the age range 16-20 years who fit this criterion and since on site the RNS has a free, limited hours childcare licence, preference will be given to women with young, below school aged children.

RNS is committed to being an open and inclusive community and young women with special needs, including physical and intellectual disabilities, will be catered for.

In order to succeed, RNS expects regular attendance, respect for, and cooperation with all in its community and a genuine desire to achieve the goals that are set within the student's Individual Education Plan (IEP).

Prospective students will fill in the Enrolment Form which includes collecting Citizenship/Visa Status information to ensure only eligible students may be enrolled. If the student is under 18 years of age, contact information for primary family/guardian or carer is collected as are copies of Birth Certificate, Passport and/or ImmiCard (*as applicable*) plus Medicare Card or Health Care Card and Concession Card (*if applicable*).

Students 18 years of age and older, and/or have independent responsibility for themselves, will fill out the enrolment form.

RNS will use the personal information it collects for the primary purpose of providing for the ongoing education and wellbeing support for students. RNS endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information by contacting the School at any time.

Immunisation Policy

While responsibility for the prevention and control of infectious diseases is primarily with individuals, families and public health authorities; schools also have an important role to play and RNS recognises this as many of its students are recent arrivals from overseas.

As RNS is solely a Senior Secondary School it:

- must follow exclusion requirements, as required
- can support the prevention and control of transmission of infectious diseases by:
 - supporting immunisation programs
 - providing prompt and consistent response to detected or suspected cases of disease
- should not be expected to:
 - give expert advice or treat students: This is the role of medical practitioners and health authorities, as appropriate

Definitions:

- Vaccination means having a vaccine – that is, receiving an injection.
- Immunisation means both receiving a vaccine and becoming immune to a disease as a result of being vaccinated.
- Exclusion is the period of time for which a student is required to not attend school.

School Responsibilities – Exclusion Processes

As a Senior Secondary School the River Nile School is:

- a) legislatively bound by the *Public Health and Wellbeing Act 2008* which require them to comply with the directions of the Chief Health Officer or Authorised Officer in the event of a public health risk such as an infectious disease outbreak.
- b) not legislatively bound by the Public Health and Wellbeing Regulations 2009 exclusion requirements, which apply to primary schools and children's services

Equal Opportunity, Harassment and Discrimination

Equal opportunity is a requirement under both Victorian and Commonwealth legislation. In Victoria, the main piece of legislation which makes it unlawful to discriminate is the *Equal Opportunity Act 2010* (Vic) (EO Act 2010).

Related laws in Victoria are the *Charter of Human Rights and Responsibilities Act 2006* (Vic) and the *Racial and Religious Tolerance Act 2001* (Vic).

At the Commonwealth level, there is a range of equal opportunity legislation which includes the *Racial Discrimination Act 1975*(Cth), the *Sex Discrimination Act 1984* (Cth), the *Disability Discrimination Act 1992* (Cth) and the *Age Discrimination Act 2004*(Cth).

Equal opportunity means that every person can participate freely and equally in areas of public life such as in the workplace, in education, or in accessing goods and services. Discrimination is treating, or proposing to treat, someone unfavourably or bullying them because of a personal characteristic protected by law. Equal opportunity law aims to promote everyone's right to equal opportunities; eliminate, as far as possible, discrimination and sexual harassment; and provide redress for people whose rights have been breached.

At RNS all employees, students, primary family members, guardians, carers, school, board members, contractors and volunteers are required to act in accordance with equal opportunity, anti-discrimination, harassment and vilification legislation. We all have a responsibility to ensure the workplace at RNS is respectful, safe and inclusive and free of discrimination, harassment, vilification and otherwise unlawful and unacceptable behaviours.

Equal opportunity policy is not only about compliance with legal procedure, but also good management practice. The Principal is required to ensure that equal opportunity and anti-harassment policy, legislation and supporting diversity principles and practices are integrated into the RNS's workplace plans and activities.

RNS has Policies and Procedures in place to ensure that this happens and these are able to be viewed in Staff and Student Handbooks and on the School's website.

RNS Enrolment Register

The Enrolment Register will be an Excel spreadsheet housed on the secure staff network, and physical records will be held in a locked cupboard with copies of the student's Enrolment Form, Medical Record and other details including address, date of birth, primary family, guardians or carers details if any, start date and end date and a copy of Visa, Immi Card or Passport. These will be updated regularly to ensure contact details are accurate. Class teachers will be responsible for reporting any change in circumstance, especially around visas, to the Principal. The enrolment Coordinator will be responsible for ensuring the Register is maintained and up to date.

Privacy Notice

1. We will appoint a school privacy officer. Currently due to the small number of staff, it is the Principal.
 2. We will collect and hold information about students, siblings and primary family, guardians or carers before, during and after the course of a student's enrolment; similarly, job applicants, staff members, volunteers and contractors; and others who come into contact with the school.
 3. Our collection of personal information about students and their families will be by means of RNS's Enrolment Form filled out by primary family, guardians or carers or students who are 18 years and older, and/or has independent responsibility for themselves.
 4. In some circumstances we may be provided with personal information from a third party, for example a doctor, or by way of a reference from a previous school.
 5. Our primary purpose in collecting personal information about students and their families is to enable the school to provide schooling for the student. This may be manifested in some or all of the following ways:
 - To keep primary family, guardians or carers informed about matters relating to their child's schooling.
 - Day to day administration.
 - Looking after student's educational, social and medical wellbeing, including communicating matters of importance to a child's teacher.
 - To satisfy the school's legal obligations to allow us to discharge our duty of care.
 6. We may disclose personal information, including sensitive information, held about an individual to another school as required, government departments as required, medical practitioners, people providing services to the school (including specialist visiting teachers and sports coaches), primary family, guardians or carers of the child in question, and anyone whom the person concerned, or in the case of a student, her primary family, guardian or carer authorises us to give such information to. Equally, we may withhold information where it appears to be in the individual's best interests to do so (unless legally required to make them available).
 7. Sensitive information includes information relating to a person's racial or ethnic origin, political opinion/s, religion, trade union or other professional or trade association membership, sexual preferences, criminal record, and health. Unless the individual concerned stipulates otherwise, the disclosure of that sensitive information is allowed by law. Sensitive information will be used and disclosed only for the purpose for which it was provided, or a directly related secondary purpose.
 8. When an individual student travels off campus we may provide personal information about that student to the accompanying staff or chaperones, coordinators and assistants.
 9. We will hold personal information securely, by means of locked storage of paper records, and password access to computerised records.
 10. We will endeavour to ensure that personal information we hold is accurate, complete, and up to date. Individuals may seek to update their personal information held by the school by contacting the school privacy officer in writing at any time.
 11. We recognise the right of an individual under the Commonwealth Privacy Act to obtain access to any personal information, which the school holds about them, and to advise the school of any perceived inaccuracy.
- In general we note our obligations under the Federal Privacy Laws 2001.

Fees and charges

There are no fees for students at RNS. In addition, RNS provides essential student resources including a student myki, classroom resources, access to a personal laptop and opportunities for students to participate in and attend excursions, incursions and camps, all at no cost to the student.

Educational Services

RNS offers educational services including:

- Victorian Certificate of Applied Learning (VCAL) at Foundation, Intermediate and Senior Levels
- Strong language, literacy and numeracy focus for *English as an Additional Language* (EAL) learners
- Vocational Education and Training (VET) Certificates (eg, Kitchen Operations, Business Studies, Retail Cosmetics)

- Co-curricular programs eg, swimming, work readiness, health and wellbeing, relationship management
- Flexible learning delivery with individualised learning and support

The RNS Student Handbook is available on the RNS website for parents/carers/guardians to view school information and programs in more detail. All RNS students are provided with a digital copy of the handbook.

Code of Conduct / Shared Expectations (School, Parents/Carers/Guardians, Students)

Code of Conduct / Shared Expectations (school, parents/carers, students)

School, home and the student have a shared accountability for student engagement, regular attendance and positive behaviours. See Appendix 1 for **Code of Conduct / Shared Expectations (school, parents/carers, students)**

Agreement Termination

On rare occasions, an individual student's behaviour may compromise the health, safety and wellbeing of other students and staff at the school. When a behavioural incident is of such magnitude that an expulsion is considered, it is important that a transparent, fair and supportive process is in place, with appropriate checks and balances at each stage.

The Victorian government school expulsion process is underpinned by a focus on procedural fairness and comprehensive support for all students. It aims to ensure that opportunities are provided to thoroughly consider the effect of a student's behaviour on all affected parties, and that decisions are informed by the safety, wellbeing and educational interests of the individual student and the school community. It also aims to ensure that vulnerable students who are a greater risk of poor educational outcomes are appropriately supported.

For more detailed information, refer to the RNS Complaints Grievances Policy (available on the RNS website). See also the DET Expulsion Policy for Schools:

[https://www.education.vic.gov.au/Documents/school/teachers/studentmanagement/ExpulsionpolicyforPrincipals\(PDF\).pdf](https://www.education.vic.gov.au/Documents/school/teachers/studentmanagement/ExpulsionpolicyforPrincipals(PDF).pdf)

Appendix 1

Code of Conduct / Shared Expectations (school, parents/carers, students)

Effective schools share a jointly negotiated set of expectations owned and implemented by the whole school community: principals, teachers and school staff, students, parents and carers. Effective schools are engaging schools which create a positive school culture. The primary focus is to provide a safe and supportive learning environment. Students can only learn effectively in environments in which they feel safe and supported, and where teachers have high expectations for their learning. Well run and democratic classrooms are central to the establishment of safe school environments.

1. Principals, teachers, staff

Engagement

The school will provide an educational environment that ensures all students are respected and cared for.

Individual student learning needs will be catered for through a flexible learning approach that incorporates a range of different learning styles.

Attendance

The school will engage in practices that:

- Proactively promote regular attendance.
- Provide parents with contact telephone numbers for information if absences occur.
- Accurately mark roles twice daily.
- Follow-up any regular student absences.
- Analyse attendance data to identify trends or problems with particular students.
- Report the attendance data in the Annual Report to the school community.
- Communicate with parents/carers if any action is required regarding issues with non-attendance.

Behaviour

The school will support and promote positive behaviour by reinforcing the commitment to

At River Nile School we want you to be friendly, we want you to learn and we want you to have fun.

With student wellbeing at the centre of school operations, appropriate behaviours will be modelled and reinforced consistently throughout the school by:

- The implementation of the school's Values Statement which encompasses shared collegiate understanding.
- Day to day modelling of desirable behaviours by the whole school community.
- Development and implementation of behaviour management strategies that reflect the school's values.
- High expectations of appropriate behaviour.

2. *Students*

Engagement

Demonstrate:

- A preparedness to engage fully in the school's curriculum.
- Always putting in your personal best.
- Encouraging others and working co-operatively.
- Developing a culture of support for individual learning differences within the classroom.

Attendance

- Students are expected to attend school every day that the school is open to students
- Arrive at school on time and ready to learn
- Provide written and or verbal explanation from parent/carer if absences occur

Behaviour

It is expected that students will:

- Demonstrate the school's values in their learning and behaviour.
- Have high expectations for their own learning.
- Make a commitment to enhance the learning experiences of other students.
- Understand and take responsibility for the impact of their behaviour

3. *Parents/Carers/Guardians*

Engagement

- Support their children in their preparedness for school each day. This includes sleep routines, healthy diet and exercise, personal hygiene and providing a safe and secure home environment.
- Ensure their child/children complete homework
- Remain informed about school activities by reading newsletters, attending Share Time and Student Led Conferences.
- Where possible offer support for school activities such as the Fete, fundraising or management (School Council).

Attendance

- Ensure that all students' enrolment details are correct.
- Ensure that students attend school regularly.
- Advise the school as soon as possible if a child is going to be absent
- Account for all student absences.

Behaviour

- Support the school's values and reinforce the school's behavioural expectations.
- Encourage their children to exhibit these values in all that they do.

