

Enrolment Policy

Purpose: To make visible the criteria on which offers of enrolments are determined to ensure a good match between Parents/Guardians, Students, and the School.

To conduct enrolments in a fair and transparent manner which complies with all relevant State and Federal laws and VRQA Minimum Standards and Requirements for School Registration.

Scope: To provide information to Parents/Guardians who want to enrol a child at Corner Inlet College

Implemented by: School Principal

Approved by: CIC Board

Published: CIC Policy Folder, CIC Website, Enrolment information and Enrolment Agreement provided to prospective families in enrolment packs upon enrolment offers being made.

Reviewed: Every three years or as legislative changes arise or improvements identified

Corner Inlet College creates a learning environment focused on equality, where respect for self, others, and the natural environment is embedded. Our considered approach to education is for students in year 7 to 8 with the addition of year levels offering a full secondary pathway by 2029. Corner Inlet College delivers the Victorian Curriculum through progressive integration. It is important that families understand and support our philosophy and approach to teaching and learning (outlined on our website), to ensure a good match between their children and the school.

CIC is intended to be a small school with an eventual maximum enrolment of 90 students with an even spread per year level. Enrolment at the school will only be offered after careful consideration of the likelihood of a successful match between the school's unique



environment and approach to learning and the student and family values and beliefs, the needs of the student and the ability of the school to meet those needs. School enrolment is only available to residents of Australia.

Corner Inlet College Commitment to Democratic Principles

- We believe in an accountable, democratically elected government
- We respect and observe the rule of law, and believe that no person is above the law
- We believe in equal rights for all before the law, regardless of race, ethnicity, religion, sexuality, gender or other attributes
- We believe not only in the freedom of religion, but also the need to practice tolerance and understanding others' beliefs
- We believe in the value of freedom of speech and freedom of association, but also acknowledge that we have the responsibility not to abuse this freedom
- We believe in the values of openness and tolerance, and value and respect all members of the school community regardless of background.

Roles & Responsibilities

- The Board is responsible for:
 - authorising the enrolment policy and for approving the criteria for admission.
 - approving the terms and conditions contained within the enrolment agreement.
- The Principal is responsible for:
 - ensuring the implementation of the enrolment policy is fair, transparent and non-discriminatory.
 - ensuring enrolment agreements are publicly available and that they are administered and recorded accurately.
 - ensuring the enrolment register is accurately maintained.
 - ensuring this policy and the enrolment agreement are implemented
 - communicating the school's decision whether to offer a place or not

Corner Inlet College Enrolment Process and factors determining enrolment

Step 1

Interested Parents/Guardians and Students are encouraged to review the information on the CIC website about the school's philosophy and approach to teaching and learning.



Step 2

Campus tours and information sessions are held four times a year. Interested parents / guardians and students are required to attend one of these sessions prior to progressing in the enrolment process.

Step 3

After reviewing information on the CIC website and visiting the school for a tour and information session, families / parents / guardians are invited to complete an Enrolment Application. Enrolment Application forms and Enrolment Agreement will be provided online via our website www.cornerinletcollege.org.

As part of the application, CIC requests contact details of someone who has been involved in the student's education so that they can be contacted to request they complete a short questionnaire about the student and how they learn. Responses in this questionnaire will be used by the school to assess compatibility between the student and the school's philosophy and approach to teaching and learning. In many cases this person may be a current or former teacher, but it can also be another person (not a parent) who knows the student well.

Step 4

Shortlisted applicants are invited for a conference where they are able to provide information about themselves that will assist the school to get to know them and demonstrate any skills and attributes they have that makes them a good match with the CIC approach. Information and demonstrated skills provided or shown during the conference will be used by the school to assess compatibility between the student and the school.

Step 5

First round enrolment offers will be made in August of each year.

Enrolment Eligibility Criteria

In order to be considered for enrolment at Corner Inlet College, family and students must actively participate in the enrolment process outlined above with honesty and transparency.

Enrolment will be offered for students who match with the philosophy of the school as determined through the enrolment process outlined above.

In circumstances where the number of students applying for enrolment to CIC exceeds the places available, priority enrolment will be offered to applicants who meet one or more of the criteria listed below.

- Siblings or relations currently or previously enrolled at the school



- Children of current staff
- Students who live in the school catchment area – Mirboo North/Leongatha to the north, Sandy Point/Walkerville to the south, Fish Creek/Meeniyan to the west, and Yarram/Welshpool to the east.

The final decision regarding acceptance / non-acceptance of each enrolment application is with the School Principal. Each applicant will receive, in writing, confirmation from the Principal confirming successful enrolment, or otherwise.

By submitting an enrolment application, applicants agree to the terms of this policy. Should an applicant not be offered a place at Corner Inlet College, and they consider the reasons for refusal to be in breach of this policy, the applicant may request for the Principal's decision to be reviewed. A review of the Principal's decision will be handled in accordance with the School's Concerns and Complaints Policy. In such circumstances, the Board will investigate the matter and provide a written response to the applicant.

Other Enrolment Guidelines & Requirements

As an independent high school, CIC relies on a combination of government funding and tuition fees paid by Parents/Guardians to cover its operating expenses. Our current School Fee Policy does not include discounts for multiple students enrolled from a single family or personal financial hardship.

CIC students will not be able to access the public-school bus network, although through the School, eligible families will receive the Student Travel Conveyance Allowance each term (which is generally credited to a family's fee account). There are limited places on the school's own private bus services and there is often the opportunity for carpooling between families, however, Parents/Guardians are asked to carefully consider the potential impact that regular to-and-from school travel will have on their families prior to commencing the enrolment application process.

A deposit of \$250 per child is due within two weeks of the offering of a place at CIC. This deposit will appear as a credit on the family's first school fee invoice or will be forfeited if an offered place is not taken.

A student's enrolment may be cancelled by the school due to the non-payment of school fees in line with the School Fee Policy; the Attendance Policy, as a result of the implementation of the School's Behaviour Management Policy, or if Parents / Guardians breach the terms included in the school's Enrolment Agreement including failure to disclose any information that is important in the school determining if it can meet the needs of the student or that may have a bearing on determining the match between the school and the student, or that prevents the school from meeting its duty of care and other obligations to all members of the school community.

The school is legally required to collect the following information prior to enrolling a student:

- **Student Background Characteristics Data** which includes Indigenous, Language and Cultural background information, disability, gender, parent education and occupation data
- **Address Information**
- **Immunisation Status**, noting that a student is not required to be immunised to be enrolled, however an Immunisation History Statement still needs to be provided even if it is blank.

Other documentation required to enrol a student at CIC includes:

- Birth certificate or other documentation showing proof of legal name, date of birth and parent name/s
- Any Parenting Agreements, Family Court Orders, Family Violence Intervention Orders or Personal Safety Intervention Orders
- Evidence of Australian citizenship or permanent residency (if not born in Australia)
- Most recent school report from previous school
- Information related to any medical conditions, mental health conditions or disabilities.

CIC is required to retain accurate records of enrolment. Any documentation provided by families forms part of the student's school record and will be retained and stored in line with relevant Privacy Policy and Record Management guidelines.

The Enrolment Agreement is the contract for services between the school and the parents/guardians and which the school and all families must enter into when enrolling their child(ren) at CIC. The enrolment agreement is legally enforceable and the terms and conditions contained within the contract set out the rights and responsibilities of each party to the contract.

The Enrolment Agreement is updated annually by the School to ensure it is kept current with legislative requirements and to remain clear on the school's philosophy and expectations. Families are required to re-sign the Enrolment Agreement prior to the commencement of each school year to reconfirm the student's ongoing enrolment after familiarising themselves with any updated school policies or conditions of enrolment.

Related Documentation

- School Philosophy
- Enrolment Application Form
- Enrolment Form
- Enrolment Agreement
- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- Equal Opportunity Act (Vic.) 2010
- Disability Discrimination Act 1992 (Cth.)
- Disability Standards for Education 2005 (Cth.)
- Australian Education Act 2013 (Cth.)
- Australian Education Regulation 2013 (Cth.).

Related Processes and Policies

- School Fees Policy
- Concerns and Complaints Policy
- Privacy Policy
- Behaviour Management Policy

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Effective from: 30/04/2023

Review due: 30/04/2026



- Attendance Policy