

# Alesco Enrolment Policy

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## Scope

This policy relates to all Alesco campuses.

## Purpose

The purpose of this policy is to provide information on the requirements to apply, enrol and record student enrolment for Alesco Secondary College, as well as how to end an enrolment with Alesco.

## Definitions

**Custodial parent** – refers to the parents or caregivers with whom the child or young person primarily resides with. Custodial parents have the right to make major decisions regarding the child's education, health care and general welfare.

**Non-custodial parent** – refers to the parents or caregivers who do not have primary physical custody of the child or young person.

## Policy

Alesco Secondary College is a special assistance school that primarily caters for students who have disengaged from a traditional learning model and who require an environment with a higher consideration for psychosocial safety. The reasons why students require an Alesco environment can be varied and may include students experiencing mental health issues, neurodiversity, previous victim of bullying and harassment, family breakdown, childhood trauma etc. Alesco primarily caters to students who need greater levels of assistance and adjustment to accommodate social and emotional challenges they are experiencing.

As Alesco does promote the environment as safe, supportive and Positive, Alesco is unable to accept enrolments from students whose challenges include behavioural difficulties or outbursts, which may negatively impact on other students' sense of wellbeing and safety.

Alesco Secondary College provides opportunities to young people, in Grades 9-12. Case management is offered to all students who are enrolled in the school.

If a potential student's application for enrolment is not accepted, the student and their parent/caregiver shall be contacted to provide the reason as to why and any recommendation that can be made for the applicant's consideration. The student may apply again later if the enrolment requirements are met and/or a position becomes available.

An individual case-by-case decision is made regarding each student's enrolment that is determined by evaluating the current capabilities of the staffing team in campus, the current needs of the existing student cohort and the individual needs of the student applying for enrolment.

Each Alesco campus offers slightly different programs based on the needs of the students.

## Application for enrolment.

All prospective students must complete an Application for Enrolment Form.

The school is subject to the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002.

The information provided on the application form will be used to process a child's application for enrolment, which may include a risk assessment. It will only be used or disclosed for the following purposes:

- General student administration relating to the education and welfare of the student.
- Communication with students and parents /caregivers
- To ensure the health, safety and welfare of students, staff, and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

For students undertaking VET in Schools subjects, further privacy notices apply, as below:

*Under the Data Provision Requirements 2012, Workers Educational Association – Hunter (the authorising body of Alesco Secondary College) is required to collect personal information about students and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Personal information may be used or disclosed by Workers Educational Association – Hunter for statistical, administrative, regulatory and research purposes. Workers Educational Association – Hunter may disclose your personal information for these purposes to:*

- *Commonwealth and State or Territory government departments and authorised agencies; and NCVER.*
- *Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:*
  - *populating authenticated VET transcripts;*
  - *facilitating statistics and research relating to education, including surveys and data linkage;*
  - *pre-populating RTO student enrolment forms;*
  - *understanding how the VET market operates, for policy, workforce planning and consumer information; and*
  - *administering VET, including program administration, regulation, monitoring and evaluation.*

*NCVER will collect, hold, use, and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).*

### **Waitlist for enrolment.**

Alesco Senior College maintains a waitlist of students who have applied to the College but who have been unable to be placed in the campus.

When a position becomes available, at the prospective campus, the student waitlist is the first point of reference for the Head of Campus or Student Welfare Officer in filling the position.

### **Interview for enrolment.**

Following the review of their application and supporting documentation, an application which meets the criteria will be offered an individual interview.

The panel, comprising of the Head of Campus and Student Welfare Officer (or another appropriate member of staff), will note student responses throughout the course of the interview, which will remain on the student's file (this also applies to waitlist students) and referred to a later date if needed.

Prior to deciding the interview panel may seek further information regarding the applicant.

Applicants are notified by telephone, by either the Head of Campus or Administration staff as soon as the panel make a decision. If an applicant is unsuccessful, they will be provided with an explanation, in writing should they request it, and given appropriate feedback to assist them in making future decisions in regard to their education.

### Ongoing enrolment

Continued enrolment at Alesco Secondary College is dependent on the student making:

- satisfactory academic progress and attendance,
- adherence to the school's policy and procedure documents, including any associated codes or guidelines, by both the student and their parent/s or caregiver/s.

### Internal Student Transfers

Due to Alesco operating across many campuses, the likelihood of students needing to transfer internally is high. Internal transfer could be required for several reasons; however, transfers are likely to fall into two main categories: progression through stage levels, and student/family choice.

- a) Transfer due to progression through Stages.

Students who attend an Alesco campus that does not teach their next grade level will be required to transfer to another campus for their studies. Students will be given an opportunity to provide a preference for which campus they attend. Every effort will be made to accommodate this request. If a placement cannot be offered at their preferred site, students will be provided options for alternate Alesco locations.

- b) Student/family choice.

Students who need or want to change campuses for any reason outside of progression through stages are not guaranteed an immediate position at their campus of choice. Wherever possible, students needing to move campuses will be accommodated. However, due to various factors including, but not limited to, physical space, placement availability, and student support needs, those wishing to move campuses may be placed on a waitlist at their preferred campus. If this wait time impacts the student's ability to engage in schooling, their current campus will support them in accessing a flexible learning model through options including, but not limited to, an attendance plan, online learning, and work from home packs.

### Register of enrolment

The school retains student enrolments for a period of five (5) years before the register is archived.

The register of enrolment, and supporting documentation, will be kept in the student's file in the School Student Management System.

The College abides by the Privacy and Personal Information Protection Act 1998 (NSW) and uses a child's information only to process an application for enrolment and other matters that relate directly to the education and welfare of the student.

## Retaining student files

At the conclusion of the calendar year in which the student completed their enrolment with Alesco, the student file is to be closed, ensuring that all details regarding attendance, learning outcomes achieved and any correspondence from the school is included.

Records regarding student attendance, assessments and any notification or disciplinary actions taken, must be stored electronically and as a hard copy for a minimum of seven (7) years. After this time has expired the records are to be destroyed.

## Access to information regarding the attendance and learning outcomes of the student

The parent/s or caregiver/s who are listed in the contact information on the student record are considered the custodial parent.

Where there are legal reasons for not sharing information with other specifically identified people in the students' lives, these shall be noted on file and adhered to.

Where a non-custodial parent makes an enquiry regarding a student and there is no legal reason prohibiting information sharing, the Head of Campus or nominated person shall verbally share attendance information and learning progression summaries and may provide information in writing if requested.

## Withdrawal of student enrolment

If a student chooses to withdraw their placement at the College, they will need to inform their Head of Campus, and if aged under 17 years, provide information regarding their next learning destination.

Each student choosing to withdraw their placement needs to be notified that the position for their placement will be held vacant for a maximum of 4 weeks after their withdrawal.

Where the whereabouts of a student, who is below 17 years of age and who is no longer attending the school, is unknown then the school shall contact the Department of Education (DoE) and provide the student's name, age and last known address.

This contact with the DoE shall be marked in the student's file prior to the file being closed.

Where a student is withdrawn by the school, they shall be informed of the decision in writing with the date of withdrawal, reasons for withdrawal and any recommendations included. This letter shall be kept on file.

## Related documents, forms, and legislation

[Alesco Application for enrolment](#)

[Privacy and Personal Information Protection Act 1998 \(NSW\)](#)

[Health Records and Information Privacy Act 2002](#)

[Education Act 1990 \(NSW\)](#)

Internal Transfer Background Information Form

## Review

This policy review period is: 2 yearly

## Publication Log

X Drive	Intranet
Website	

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