

Enrolment Policy & Procedure

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1 Organisational Statement

Mastery School Victoria (**MSV** or the **School**) is an accredited independent Special Assistance School that supports children and young people who are disengaged, or at risk of disengaging, from their current schooling environment.

The School is committed to providing a structured and inclusive education environment where all students can access and fully participate in learning. This is achieved through evidence-based teaching practices, high expectations, and reasonable adjustments tailored to individual student needs.

2 Purpose

The purpose of this Policy and Procedure is to establish a clear, fair and consistent framework for student enrolment at Mastery Schools Victoria.

This includes ensuring that:

- (a) enrolment processes are consistent, transparent and compliant with applicable legislative and regulatory requirements;
- (b) students enrolled align with the School's registration as a Special Assistance School;
- (c) enrolment decisions are informed by appropriate information regarding a student's educational, behavioural and wellbeing needs;
- (d) the School can reasonably determine whether it is able to meet each student's needs; and
- (e) students and parents/carers are provided with sufficient information to make informed enrolment decisions.

3 Related Documents

- 3.1 This policy forms part of the Enrolment Agreement which consists of:
 - (a) this Policy;
 - (b) the Enrolment Terms and Conditions;
 - (c) the Enrolment Application;
 - (d) Letter of Offer;
 - (e) Acceptance form;
 - (f) Fee Schedule;
 - (g) the Parent Code of Conduct; and
 - (h) Student Code of Conduct.
- 3.2 The Attendance Policy and Procedure outlines the School's obligations regarding the monitoring and recording of student attendance.
- 3.3 The Behaviour Management Policy and Procedure outlines the School's approach to student behaviour, expectations, and responses to behavioural matters.

4 References

- (a) Education and Training Reform Act 2006 (Vic)
- (b) Education and Training Reform Regulations 2017 (Vic)
- (c) VRQA Guidelines for the Registration of Schools and Minimum Standards
- (d) Child Wellbeing and Safety Act 2005 (Vic)

- (e) Child Safe Standards (Vic)

5 Definitions

“Applicant” means the person/s set out in the Enrolment Application being the Parent(s) and/or Guardian(s) of the Student listed in that Agreement and if more than one, each of them jointly and severally.

“Application Fee” means the non-refundable fee required to be paid with an Enrolment Application form.

“Building Fund” means a fund operated by the School to assist with the further development of the School facilities.

“School” means the school operated by Mastery Schools Victoria, a wholly owned subsidiary of Mastery Schools Australia.

“Disability”, in relation to a student, means:

- (a) total or partial loss of the student’s bodily or mental functions; or
- (b) total or partial loss of a part of the body; or
- (c) the presence in the body of organisms causing disease or illness; or
- (d) the presence in the body of organisms capable of causing disease or illness; or
- (e) the malfunction, malformation or disfigurement of a part of the student’s body; or
- (f) a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
- (g) a disorder, illness or disease that affects a student’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

“Early Payment Date” means the date required to obtain the discount for payment of annual tuition fees in full. It may be specified in the January tuition fee invoice or otherwise communicated to Parents.

“Enrolment Agreement” means the Agreement that will be entered into when the Applicant accepts an offer of enrolment that is comprised of this Policy, the Enrolment Terms and Conditions, the Enrolment Application, letter of offer and acceptance form, Fee Schedule, the Parent Code of Conduct and Student Code of Conduct.

“Enrolment Application” means the application form for enrolment at the School in relation to the Student.

“Fee Schedule” means the list of fees published on the School website.

“Fees” includes the Application Fee and Tuition Fees.

“Parents” refers to the parent/s and or guardian/s of the student enrolled at the School, and if more than one, each of them jointly and severally.

“The Principal” means the Principal of the School, or the Principal’s delegate.

“Student” means the Student named in the Enrolment Application.

“Tuition Fees” means the annual fee per Student applicable for each year level payable in full, per term or in instalments.

6 Educational services provided

- 6.1 MSV provides educational services within the scope of the School’s registration in Victoria, being Years 4 to 10, and delivers educational programs aligned to the Australian Curriculum. The School’s approach is characterised by explicit, structured and evidence-based teaching, with targeted support and reasonable adjustments tailored to individual student needs. This approach is designed to support students who are disengaged, or at risk of disengaging, from their current schooling environment to re-engage and succeed in learning.

Age and Year Level Eligibility

- 6.2 Enrolment must comply with the requirements of the Education and Training Reform Act 2006 (Vic) and compulsory schooling requirements in Victoria. For guidance on age and year level expectations, refer to:
<https://schoolinfo.com.au/>
- 6.3 Students should be of an age appropriate to the year level in which they are enrolled. The Principal (or delegate) must obtain and retain verified proof of age documentation (such as a birth certificate or passport) as part of the enrolment process.
- 6.4 The School should not enrol students outside of its approved year levels unless otherwise authorised under applicable legislation or in exceptional circumstances.

Any enrolment outside age-appropriate year levels must be approved by the Principal Supervisor and supported by documented justification.

7 Enrolment Process Overview

The enrolment process is as follows:

- 7.1 Enrolment Registration and Interviews
- (a) Complete the Expression of Interest Form on the School’s website to register for the next available campus tour. A member of the Administration team will contact you with the school’s availability.
 - (b) Attend the tour to see the facilities, style of teaching, and to determine suitability.
 - (c) After attending the tour, schedule an Enrolment Interview with the Principal through the Administration team. The following documents must be completed and submitted to the school prior to the interview

- (i) Enrolment Application Form
- (ii) Referral Form; and payment of
- (iii) Non-refundable enrolment application fee.
- (d) At the interview, the Principal will:
 - (i) outline what the School can offer the Student
 - (ii) discuss the Student's learning difficulties and academic history
 - (iii) discuss specific needs of the Student
 - (iv) explain attendance and behaviour expectations
 - (v) discuss the enrolment terms of enrolment; and
 - (vi) document the interview discussion on the interview sheet
- (e) Parents/guardians are expected to accurately represent the needs of their child. The School may require the Applicant to provide additional information before an enrolment decision can be made.
- (f) The prospective student will undertake individual placement testing with a Support Worker post the enrolment interview. Testing is conducted at this stage so the School can determine academic level of the Student, add them to a class/group for the waitlist or trial day, and to consider any reasonable adjustments that may be required to support the student.
- (g) MSV may offer a trial day prior to offering placement at the School. The purpose of a trial day is to:
 - (i) help the Student feel more comfortable and less anxious about changing schools
 - (ii) give parents/guardians time to determine if MSV is the best place for their child
 - (iii) give the School an opportunity to show the Student how we can help them and further explain the values, mission, and vision of the School.
- (h) The School may offer a place at the school in a formal letter of acceptance.
- (i) Should parents/guardians choose to accept the offer and enrol their child at MSV, they must sign and return the letter of acceptance to the school.

8 Key dates for the enrolment process are:

- 8.1 Enrolment Applications:** MSV accepts enrolment applications at any time throughout the year. If you want to commence at the start of the following school year, you need to attend a school tour and complete the enrolment process by the end of Term 4 the prior year.

- 8.2 **School Tours:** MSV holds tours throughout the week.
- 8.3 **Enrolment Interviews:** interviews are in line with campus availability at the time.
- 8.4 **Trial Days:** trial days are in line with campus availability at the time and can be held on any day.
- 8.5 **Enrolment Offer:** offers are generally made within 1 week of the trial day.
- 8.6 **Ineligible Students:** parents are immediately informed if their child is ineligible to attend MSV.
- 8.7 **Enrolment Finalised:** the letter of offer will specify the date by which parents/guardians must respond to accept the offer.

Enrolment decisions are based on a range of information and factors and determined on a case-by-case basis. Each case shall be assessed on its merits, taking individual circumstances, and practical implications into account, as well as;

- (i) MSV's capacity to meet the student needs.
 - (ii) The Student's progress at previous schools with an emphasis on behaviour and attitude.
 - (iii) Applicant and Student's willingness to commit to the School's expectations which are communicated and discussed throughout the enrolment interview process.
 - (iv) Current enrolment vacancies in the year the Applicate is applying to enter.
- 8.8 Enquiries and visits are always welcome and can be arranged by contacting the School via the [website](#). If families have any questions about enrolment or the school in general, they are encouraged to contact a campus for assistance.

9 Waitlists

An Applicant may be removed from the waitlist if, after repeated attempts, they are unable to be contacted. It is the responsibility of the Applicant to ensure the School is informed of any changes to contact details.

10 Enrolment Decisions

- 10.1 The School requires a completed Referral Form as a condition of enrolment. Applications will not be considered or accepted without this documentation.
- 10.2 In addition to the Referral Form, the School will request further information to support the Principal's enrolment decision, including:
 - (a) citizenship or residency documentation, where applicable; and

- (b) evidence of the Student's willingness to engage with the School and its educational approach.

10.3 Enrolment decisions are made by the Principal, having regard to the information provided and the School's ability to meet the Student's needs.

10.4 Once a Student commences at the School, their enrolment is continuous through to Year 10 unless the Student is formally withdrawn or their enrolment is cancelled by the School in accordance with the Behaviour Management Policy and Procedures.

The School may also, in consultation with the Student and their parents/carers, support a transition to a more appropriate educational setting where it is determined that the Student is ready to return to mainstream education or pursue alternative pathways.

11 Priority order of enrolment and eligibility criteria

11.1 When considering applications for enrolment, the Principal will have regard to the waitlist and may give preference based on the following considerations:

- (a) the prospective student aligns with the School's registration as a Special Assistance School, including being disengaged, or at risk of disengaging, from their current schooling environment;
- (b) the prospective student demonstrates a willingness and capacity to engage with the School's educational program; and
- (c) the School is satisfied that it can reasonably meet the prospective student's educational, behavioural and wellbeing needs.

11.2 The School reserves the right to refuse an application or remove an application from the waitlist where there are reasonable grounds to do so.

12 Appeals Process

12.1 Where the School does not offer a place to a child for enrolment in the School, Applicants may appeal the School's decision within 2 weeks of being notified they have not received an offer of enrolment.

12.2 The appeal must be in writing, signed by the Applicant and include:

- (a) name of child;
- (b) name and signature of Applicant;
- (c) grounds for appeal; and
- (d) any other information specifically requested by the School or relevant to the appeal.

12.3 The School will assess and make a determination for appeals on compassionate grounds on a case-by-case basis. The School may preference

students as set out in this Enrolment Policy or its Enrolment Terms and Conditions and as permitted by the *Education and Training Reforms Act 2006* (Vic). The School will notify the Applicant of the outcome of the appeal within 2 weeks of receiving the appeal.

- 12.4 If Applicants are not satisfied their appeal was adequately considered, Applicants can escalate their appeal to the Board.
- 12.5 An appeal to the Principal must be made in writing, signed by the Applicant, within 2 weeks after the Applicant received notice that their initial appeal was unsuccessful.
- 12.6 The Principal will consider the escalated appeal in accordance with the principles of natural justice, compassionate grounds and permitted preference of the School. This may involve a meeting with the Applicant and/or child, conducting an investigation to obtain further information about the Application and the child, or any other process deemed appropriate in the circumstances by the Principal.
- 12.7 The Principal will make a determination and communicate it to the Applicant. This concludes the appeals process.

13 Reasonable adjustments

- 13.1 MSV provides reasonable adjustments to support students to access and participate in learning, in accordance with applicable legislation.
- 13.2 Reasonable adjustments are informed by:
 - (a) ongoing academic assessment and student performance data; and
 - (b) relevant information provided by families and external professionals, including allied health reports or formal diagnoses (where available).
- 13.3 The School supports students with a range of needs, including those with a diagnosed disability and those who are disengaged, or at risk of disengaging, from their current schooling environment.
- 13.4 In determining appropriate reasonable adjustments, the School will consider:
 - (a) individual learning needs of the student;
 - (b) the student's ability to access and benefit from the School's educational program;
 - (c) the impact of the adjustment on other students, staff and the School environment; and
 - (d) the School's capacity to implement the adjustment.
- 13.5 The School will implement reasonable adjustments to the extent that they are reasonable and do not impose unjustifiable hardship.

- 13.6 In determining whether an adjustment would impose unjustifiable hardship, the School will consider relevant circumstances, including:
- (a) the likely benefit or detriment to the student and others affected, including students and staff;
 - (b) the financial and operational impact on the School, including staffing and resource requirements;
 - (c) the School's capacity to continue to provide high-quality education to all students; and
 - (d) any available support, funding or external assistance.
- 13.7 Where the School determines that it cannot reasonably meet a prospective student's needs, including where adjustments would impose unjustifiable hardship, the School may decline or defer enrolment.

14 Privacy and national data collection statement

- 14.1 The School collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process in accordance with its Privacy Policy and applicable privacy laws. The primary purpose of collecting personal information is to facilitate the enrolment process and, during the course of enrolment, to provide for the best interests of Students. Please refer to the School's Privacy Policy on our website for more information.
- 14.2 Evidence of eligibility and other sensitive information will be held securely, by means of locked storage for paper records, and password access to computerised records.

15 Breach of this policy

Breach of this policy, or other parts of the Enrolment Agreement, may lead to termination of enrolment of the student, an application being removed from the waitlist or the revocation of an offer of enrolment.

16 Review

The School may update this policy from time to time. The Enrolment Agreement consists of the most recent versions of the documents communicated to parents/guardians and on the School's website.

17 Communication of this policy

This policy is available on MSV's website and is provided to applicants during the application process.