

Purpose

Mildura Senior College and Mildura English Language Centre’s enrolment processes follow the Department of Education and Training Enrolment Policy. The College’s enrolment practices will be fair, equitable and comply with state and federal laws.

Under the Education and Training Reform Act 2006, schooling is compulsory for students aged between 6 and 17 years unless an exemption from enrolment or attendance has been granted.

Compulsory schooling for students aged between 6 and 17 applies to all schools including mainstream, specialist, and government English language schools or centres. The Principal (or nominee) is responsible for assessing eligibility and approving the enrolment of:

- Individuals who are of compulsory school age (those aged between 6 and 17 years); and
- Individuals who fall within an exception under the DET Regulations.

Scope

The College’s Leadership Team will interview all students and a parent/carers prior to enrolment, this interview will ascertain an appropriate year level and learning program for the student. The enrolment process will follow the DET guidelines, including all requirements of law relating to discrimination, equal opportunity, privacy and immunisation. The College is an inclusive school and we will provide appropriate programs for all enrollees. A Disability and Impairment program will cater for students who may have special learning needs, these programs will be individualised to suit the student’s requirements.

During the enrolment process parents/carers advise the Principal (or nominee) of any special circumstances, allergies, health or medical conditions affecting the student.

Policy

Mildura Senior College (MSC) Enrolments:

Students Enrolling from Partnership Schools

Students from partnership schools are required to complete the enrolment forms and subject selections through the College’s Partnership Transition Program. Enrolment packs include MSC Handbook, enrolment forms and a list of key dates. Entrance to Year 11 is open to all students who have successfully completed Year 10. The decision regarding the satisfactory completion of Year 10 is the responsibility of the enrolling student’s previous school. Enrolment at the College is also dependent on factors such as age, behaviour record and other achievements.

Partnership schools include: Chaffey SC, Irymple SC, Merbein P-10 College, Henderson College, Trinity Lutheran College and Mildura Christian College.

College’s Partnership Transition Program:

- Enrolment packs will be posted direct to families in Term 2.
- Discovery Day – June, Year 10 partnership schools students attend the College.
- Open Day (Sunday Session) – June, the Open Day provides an opportunity for students and their parent/carers from the Sunraysia District to visit the College and to participate in tours and speak with subject teachers.
- Pathways Program – partnership schools assist students with their chosen pathway and subject selections.
- Taster Day – August, Year 10 partnership schools students attend the College and participate in activities which align to their subject selections.
- Subject Selections – August, partnership schools assist students with finalising their subject selections.
- Subject Counselling – October, MSC staff visit partnership schools and assists students with finalising their subject selections.

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- Enrolment Evenings – November, MSC’s enrolment evenings are aimed at current Year 11 students, Year 10 partnership students and Year 10 non-partnership students. The enrolment evening provides students, parents/carers with the opportunity to: return forms, subject queries/changes, collect bus passes, book & stationary lists, fees list, well-being information, STARS & Clontarf foundations, uniform provider, school ID photos, etc.
- Orientation Days – November to December, students attend the College and participate in classes which align to their subject selections and timetable.

Students Enrolling from Non-Partnership Schools

Non-partnership students and their parent/carers are encouraged to attend the College’s Open Day (Sunday Session) in June, they can register their interest in attending MSC, collect an enrolment pack and also make an interview time for their enrolment.

Students and a parent/carer from non-partnership schools are required to attend an interview, with a member of the College’s Leadership Team, prior to enrolment; this interview will ascertain an appropriate year level and subject selections for the student.

Non-Partnership schools include: Red Cliffs SC, Robinvale College, Coomealla HS and St Joseph College.

Student Exchange Program/International Students Program

International students will be enrolled in a manner consistent with the guidelines for enrolment of international students of the Department of Education and Training International Student Program policy. All international student enrolments are to be directed to the College’s Assistant Principal (Pathways and Transition). Enrolment interviews ascertain an appropriate year level, subject selections and duration of enrolment for the student.

Mid-Year Enrolments

Mid-year enrolments and school transfers will be accepted, these students must follow the non-partnership school enrolment process as listed above.

Mildura English Language Centre (MELC) Enrolments:

MELC is a campus of the Mildura Senior College. MELC provides a full-time intensive English language program for newly arrived migrant, refugee and international students from years Prep to 12, who are learning English as an Additional Language (EAL). MELC’s aim is to prepare students for the English demands of mainstream schooling or other alternative pathways.

The MELC Assistant Principal will interview all students and a parent/carer prior to enrolment. An interpreter and/or case worker may be present if required. This interview will ascertain an appropriate year level and learning program for the student. Students may be asked to sit a short reading and writing assessment to ascertain language and comprehension level.

Parent/carers must provide the following documents upon enrolment: current visa, passport, Medicare Card or private health insurance, proof of immunisation. Students over the age of 18 (adults) may request to enrol but will be considered based on previous education and training, pathways options and suitability to school learning. Adults will require a police check.

Enrolments at MELC are largely affected by:

- the arrival in Australia of students for whom English is an additional language and their settlement and continued residency in Mildura,
- the length of time a student remains enrolled in the program. Students typically attend an English language program for between six and twelve months. This length of time is dependent on the student’s educational background and their retention and use of English,
- the enrolment of *International Students*. These are fee paying overseas students requiring an intensive English language course,
- federal humanitarian settlement numbers and programs, temporary visa holders and immigration.

MELC enrolments include: Adult Migrant Education Service (AMES) referrals, local district school referrals, community referrals and walk-ins.

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Enrolment Data

The College will maintain an enrolment register that is accurate and up-to-date in CASES21, for both the MSC & MELC Campus's. Changes to the register will be updated regularly to reflect current student numbers and movement of students into and out of the school. Student destinations will also be tracked.

Resources


This policy should be read in conjunction with the following Department policies and guidelines:

- [Enrolments](#)
- [International Student Program](#)
- [EAL — Provision for Newly Arrived Students](#)

The following College policies are also relevant to this policy:

- 1.18 Statement of Values and School Philosophy - MSC Campus
- 1.18 Statement of Values and School Philosophy - MELC Campus
- 1.29 Inclusion & Diversity Policy
- 1.27 Parent Payment Policy
- 1.28 Parent Refund Policy
- Attendance Policy

Review and Evaluation

<i>Ratified by:</i>	SOP	<i>Ratified date:</i>	21.08.2020
<i>Document Owner:</i>	Assistant Principal – Student Transition & Pathways	<i>Reviewed date:</i>	21.08.2023
<i>S:\Admin\Policy Docs\Policy Register</i>		<i>Review Cycle:</i>	3 – 4 years
<i>Principal Approval:</i>			

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