

Julia Gillard Community College Policy & Procedure

Policy name	School Enrolment Policy & Procedures
Responsible person	Principal
Staff involved	Assistant Principal, Business Manager, School Admin Officers
Review dates	Approved: 28 November 2025 Review Date: 2026

1. Introduction

Julia Gillard Community College (JGCC or the School) is an independent specialist senior secondary school located in the Werribee CBD.

The School delivers the Victorian Pathway Certificate (VPC) and the VCE Vocational Major Certificate (VCE Vocational Major) for students aged 15-19 years.

The School provides a safe and inclusive learning environment for young people who may have been disengaged or are at risk of disengaging from education.

The School is committed to ensuring that students are enrolled at the School in a manner that is fair, transparent and non-discriminatory.

2. Purpose

This Enrolment Policy is designed to be consistent with the philosophy, aims and ethos of the School and provide guidelines and processes to enable appropriate selection and enrolment of students.

The Enrolment Policy sets out the principles and framework governing the basis on which students are admitted to the School. The policy, together with the associated procedures listed in this policy, should be read and understood by Parents/Carers and those responsible for implementing the policy.

The purpose of this policy is to:

- ensure admission to the School is fair, transparent and non-discriminatory;
- explain clearly the basis on which offers of enrolment are made;
- provide clear and upfront information to a prospective applicant regarding the conditions and priorities which relate to prospective enrolment at the School; and
- comply with the requirements of Education and Training Reform Act 2006 (Vic.) and other relevant legislation.

3. Scope

This policy applies to Julia Gillard Community College staff and current and prospective students and Parents/Carers.

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4. Definitions

Access and equity means services should be available to everyone who is entitled to them and should be free of any form of discrimination irrespective of a person's age, race, culture, disability, religion, language, gender or social or economic barrier.

Services should be developed and delivered on the basis of fair treatment of students who are eligible to receive them.

Applicant means the person or persons named in the Enrolment Application Form seeking to enrol their child at the School.

Assistant Principal means a person occupying, or for the time being performing the duties of, the position of Assistant Principal.

Disability in relation to a student, means a physical, sensory, intellectual, psychiatric, or neurological impairment, or a combination of these impairments, that results in a restriction or limitation of a person's ability to perform everyday activities.

Enrolment agreement is formed between the School and the Applicant that consists of:

- Enrolment Application Form;
- Enrolment Terms and Conditions;
- Parent/Carer Code of Conduct;
- Student Code of Conduct;
- Letter of Offer; and a
- Enrolment Acceptance Agreement.

Enrolment application form means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the School.

Enrolment register means a permanent record of the students admitted to the School.

Parents/Carers includes parents, guardians, step-parents and/or carers as listed in the Enrolment Application Form.

Principal means a person occupying, or for the time being performing the duties of, the position of Principal.

Reasonable adjustments means when enrolling a student with a disability, schools are required to consider what reasonable adjustments need to be made to the learning environment or to the delivery of learning to assist that student.

School means Julia Gillard Community School, a school operated by Wyndham Community and Education Centre Inc.

Student means the student named in the Enrolment Application Form.

5. Responsibilities

The Principal is responsible for ensuring:

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- the implementation of the Enrolment Policy is fair, transparent, and non-discriminatory.
- is implemented in accordance with commonwealth and state privacy legislation; and,
- that procedures are in place for the management, storage and retrieval of enrolment data.

6. Communication

This School Enrolment Policy and Procedures outline how Julia Gillard Community College communicates to applicants, students, and staff the process for enrolling students into one of the following programs:

- the Victorian Certificate of Education Vocational Major VCE Vocational Major and,
- the Victorian Pathways Certificate (VPC)

This Policy and the Enrolment Acceptance Agreement are both available on the School website, and hard copies can be obtained from the School Reception.

7. Policy

The School aims to meet the needs of its student cohort by offering a flexible learning environment that is personalised and engaging. This is done by:

- offering small class sizes (15 students / class);
- modifying the curriculum when required;
- differentiating classroom activities;
- creating Individualised Learning Plans;
- creating support plans to students with diverse needs;
- working closely with community organisations;
- engaging in project-based work; and
- access to an onsite Student Well-being Officer and Pathways Counsellor.

7.1 Access and equity

The School aims to comply with relevant legislation and ensure the provision of equitable and accessible education that is inclusive and encourages participation of staff, students and members of the wider School community regardless of race, culture, disability, religion, language, age, gender or social or economic barriers. The School will ensure an equitable and fair process for student selection and enrolment by following documented processes.

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7.2 Selection criteria

The School caters to students with diverse and complex needs, working closely with local schools and community organisations to engage ‘at risk’ youth to offer a flexible learning environment. The School works with these organisations to identify students who are vulnerable and have high levels of disengagement from mainstream school. Through our enrolment procedure, we identify student’s suitability for the program and ensure the program can meet their individual needs.

The School will only consider applications from young people aged between 15–19 years of age.

At the discretion of the School, preference will be given to young people:

- who have disengaged, or are at risk of disengaging from education;
- who are experiencing mental health issues such as anxiety or trauma;
- who speak another language other than English at home; and,
- who have experienced disrupted learning.

The Principal may include the following as further considerations when making decisions to offer a position:

- the School’s capacity to cater for the particular needs of a student;
- the availability of places in a particular program;
- whether the prospective student requires reasonable educational adjustments; and,
- if the School is equipped to cater for these adjustments.

Julia Gillard Community College accepts applications for eligible domestic students only.

7.3 Discretion to accept

The Applicant understands that the School has limited places per year for the VPC and, the VCE Vocational Major and as such, the School may not be able to offer a place to the student due to class-size limits.

Offers of enrolment at the School are made at the absolute discretion of the School and the School reserves the right to lawfully refuse any Enrolment Application without providing a reason.

The School will exercise its discretion in determining whether to make an offer of enrolment and enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances and practical implications into account as well as:

- the selection criteria as listed in Section 7.2;
- the actual numbers of currently enrolled students and practical availability of places;
- the resources available to cater for the educational needs of students; and,

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- the willingness and capacity of the student and the Applicant to comply with the School's policies and procedures.

An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:

- relevant information is withheld or information provided is found to be inaccurate; or,
- there is a significant change in the circumstances of the Applicant and/or the student which cannot be reasonably accommodated by the School. In these circumstances, all due consultation will take place with the Applicant and, where appropriate and reasonable, the student.

8. Procedures

8.1 Application procedures

8.1.i Information sessions

All prospective students and their Parents/Carers are invited to attend a tour of the school and an information session.

Where a student and their Parents/Carers are unable to attend a tour of the school and an information session, they must complete an Enrolment Application form.

The school tour and information session outlines course outcomes, pathways, training and assessment arrangements, selection and enrolment processes, student support services, legislative and occupational requirements, complaints and appeals procedures and any other relevant policies and procedures.

School tours and information sessions are ongoing. To organise a school tour and information session contact the school's Administrative Assistant on 8372 0000 or email: enquiries@jgillardcc.vic.edu.au

8.1.ii Enrolment Application Form

Applicants are required to complete an Enrolment Application which will be provided at the information session and is also located on the School's website.

The completed Enrolment Application Form must be properly completed, signed and returned to the Assistant Principal during the Application Interview.

The Enrolment Application Form is a pre-requisite to, but not a guarantee of, enrolment at the School.

8.1.iii Application interview

All prospective students and their Parents/Carers must attend an application interview with the Assistant Principal to allow the School to learn more about the prospective student and provide prospective students and Parents/Carers the opportunity to discuss the potential enrolment and determine their suitability to undertake the VPC or the VCE Vocational Major with Julia Gillard Community School.

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The Parents/Carers must provide a completed and signed Enrolment Application Form and any documents/information and/or expert reports including, but not limited to, details regarding medical conditions, physical impairments, mental impairments or other conditions that may impact on the School's ability to properly care for the student, to enable consideration of any reasonable adjustments to services and/or facilities that may be required.

It is important that Parents/Carers advise the Assistant Principal of any additional special needs of the student during the application interview, failure to do so may result in the School declining to make, or delaying the making of, an offer, or in some cases result in the subsequent withdrawal of an offer of enrolment at the School.

The School also reserves the right to cancel the proposed enrolment of the student should the School determine that it is not able to reasonably meet the specific needs of the student (even after considering reasonable adjustments) or is not able to provide an environment which is healthy and safe for the student.

The student will undertake a language, literacy and numeracy assessment to determine the appropriate level for entry followed by a one-on-one meeting with the Assistant Principal/Student Wellbeing to identify wellbeing requirements and support services required.

8.1.iv Student selection

The Principal will assess each application and select students for inclusion in the appropriate level of the VPC or the VCE Vocational Major in accordance with the selection criteria and considerations outlined in Sections 7.2 and 7.3 of this policy.

8.1.v Offers of enrolment

If the application for enrolment is successful, the Applicant will be notified in writing. Refer to Appendix A for the Letter of Offer template.

To accept an enrolment offer, the Applicant must submit the Enrolment Acceptance Form provided with the Letter of Offer.

The Applicant must also provide relevant documentation as listed on the Enrolment Acceptance Form.

The School may, at its discretion, withdraw the offer of enrolment if there is no communication from the Applicant within 14 days of the applicant being notified by the School.

An offer of enrolment may be revoked, if all relevant or requested information on a student's needs for educational support is not disclosed to the School or any other misleading information or documentation is provided to the School.

Where a student is deemed not suitable for enrolment, the Principal will discuss alternative programs such as, but not limited to, enrolment at local government or non-government schools or alternative programs.

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8.1.vi Conditions of enrolment

When a Parent/Carer signs the Enrolment Acceptance Agreement they are also agree to:

- support their child to meet the behavioural expectations of a student enrolled at Julia Gillard Community College and understand the consequences of those behavioural expectations not being met;
- support their child to comply with the School's Student Code of Conduct and maintain a minimum of 80% student attendance;
- comply with Parent /Carer Code of Conduct; and,
- understand and adhere to all School policies and procedures which are available on the School website and which may be updated as determined by the School.

8.1.vii Reasonable adjustments

Where information obtained by the School indicates that a student has a disability, the Principal or Assistant Principal will consult with the student and the Applicant (as appropriate) to determine whether the disability would affect the student's ability to participate in or derive substantial benefit from the educational program at the School.

Following the consultation process, the School will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.

The School will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- the nature of the student's disability;
- the nature of the adjustment that would be required;
- the information provided by, or on behalf of, the student about how the disability affects the student's ability to participate;
- where reasonable and appropriate, views of the student and the Applicant (as appropriate) about whether a proposed adjustment is reasonable and will enable the student with a disability to access and participate in education and training opportunities on the same basis as students without disabilities;
- information provided by, or on behalf of, the student about their preferred adjustments;
- the effect of the proposed adjustment on the student, including the student's ability to participate in courses or programmes and achieve learning outcomes and independence;
- the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students; and,
- the costs and benefits of making the adjustment.

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The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the student to enable the School to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

If reasonable adjustments are necessary to enable a student to enrol in or participate at the School, the School will make those adjustments to the extent that they do not involve unjustifiable hardship.

In determining whether an unjustifiable hardship would be imposed on the School, the Principal will take into account the relevant circumstances of the case, including:

- the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the School community, the student and the family of the student);
- costs resulting from the student's participation in the learning environment, including any adverse impact on learning and social outcomes for the student, other students and teachers;
- benefits deriving from the student's participation in the learning environment, including positive learning and social outcomes for the student, other students and teachers;
- the effect of the disability of the student;
- the School's financial circumstances and the estimated amount of expenditure required to be made by the School - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
- the impact of the adjustments on the School's capacity to provide education of high quality to all students while remaining financially viable;
- the availability of financial and other assistance to the School (such as financial incentives, subsidies or grants available to the School as a result of the student's participation); and,
- the nature of the student's disability, their preferred adjustment, any adjustments that have been provided previously and any recommended or, alternative adjustments.

The Principal will discuss with the student and the Applicant (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the School.

If the Principal is satisfied that they have sufficiently consulted the student and the Applicant (as appropriate) and adjustments required are not reasonable, or would cause unjustifiable hardship, the School may decline to offer the student a position or may defer the offer.

Where a student's needs cannot be met, every endeavour will be made to refer and/or place the student in another suitable program.

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8.2 Continued Enrolment

Subject to the conditions of enrolment outlined in this Policy and Procedure, once enrolled, a student remains enrolled at the School from year to year until and including the maximum age of 19 yrs. During the course of their child's enrolment, Parents/Carers are required to inform the School of any changes to their contact details and any relevant information concerning their child, such as:

- reports or assessments pertaining to the student's learning, medical, physical, social and psychological needs;
- any changes in family circumstances which may affect the student's enrolment at the School; and,
- any Court orders that may impact on the student and of which the School should be made aware of.

8.3 Withdrawals

Parents/Carers must give one term's notice in writing to the Principal of the intention to withdraw a student from the School.

8.4 Termination of enrolment

8.4.i Apparent withdrawal

The School reserves the right to terminate a student's enrolment in the event that a student fails to attend scheduled classes and activities for a period of two weeks or more without prior notification of absence.

The School will make every attempt to contact the student and/or the Parents/Carers and to support the student's return to the School.

If the student and/or Parents/Carers cannot be contacted, the Principal will issue a 'Warning to Withdraw' letter followed by a 'Confirmation of Withdrawal' letter in line with the requirements of the student Withdrawal Procedure.

8.4.ii Expulsion

The School reserves the right to impose any lawful disciplinary action that the School deems appropriate or to expel or suspend any student from the School on the grounds of any of the following:

- unsatisfactory conduct or performance;
- failure by the student and/or Parents/Carers to comply with the School's rules, policies and procedures (including the School's Terms and Conditions of Enrolment and Codes of Conduct);

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- upon identification that misleading or inaccurate information was provided to the School; or,
- for other reasons deemed appropriate by the Principal of the School in accordance with the Enrolment Terms and Conditions.

Any decision to terminate a student's enrolment at the School is at the absolute discretion of the Principal. In such circumstances, the Principal's decision is final.

8.5 Enrolment register

The School is committed to maintaining accurate records that comply with the School's legal obligations in relation to student enrolment.

The enrolment register determines those students for whom attendance must be registered and monitored.

The School uses Compass as the school management system.

The following information will be maintained in Compass:

- student name, date of birth, age, Victorian Student Number (VSN) and address;
- name and contact details of parents/carers and emergency contacts of the student;
- the date of enrolment; and where applicable,
- the date the student ceased to be enrolled.

It is the responsibility of the Assistant Principal to ensure that the register is kept up to date by adhering to the following procedures:

- the Assistant Principal will establish and adhere to a regular schedule for reviewing the enrolment register to ensure its accuracy;
- the Assistant Principal will oversee the integration of all relevant enrolment information into Compass, the school management system;
- the responsible staff members, designated by the Assistant Principal, will promptly enter any new enrolment information into Compass upon a student's admission to the school;
- the Assistant Principal will implement verification protocols to cross-check and validate the accuracy of the enrolment data within Compass, ensuring consistency with the original enrolment records.
- in the event of any changes to student information, the Assistant Principal or assigned staff will communicate promptly with parents/carers to collect updated details and make necessary amendments to the enrolment register.
- the Assistant Principal will institute an annual confirmation process, requiring parents/carers to verify and update their contact details, emergency contacts, and any other pertinent information to ensure the enrolment register reflects the most current and accurate information;

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- when a student withdraws from the school, the Assistant Principal will ensure that the date of cessation is recorded in Compass promptly. This includes verifying the reasons for withdrawal and updating any relevant information;
- the Assistant Principal will organise periodic training sessions for staff responsible for enrolment data entry, ensuring they are proficient in using Compass and following the established procedures for maintaining accurate records;
- the Assistant Principal will stay informed about any changes in legal requirements related to student enrolment data, promptly updating procedures within the school to remain compliant.

8.6 Privacy

The School collects personal information, including sensitive information regarding Parents/Carers and students during and subsequent to the enrolment process.

The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of students.

Please refer to the Privacy Policy for more information.

8.7 Complaints

If a Parent/Carer is dissatisfied with any aspect of the enrolment process, they are encouraged to discuss their concerns with the Principal or Assistant Principal.

Parents/Carers and/or students may make a formal complaint by following the processes in the Complaints and Appeals Policy and Procedures.

The Complaints and Appeals Policy and Procedures are available on the School website and copies can be requested from School Reception.

Related Documents

Legislation: Australian Education Act 2013 (Cth), Australian Education Regulation 2013 (Cth), Disability Discrimination Act 1992 (Cth), Competition and Consumer Law Act 2010 (Cth), Disability Standards for Education 2005 (Cth), Human Rights and Equal Opportunity Commission Act 1986 (Cth), Privacy Act 1988 (Cth), Racial Discrimination Act 1975 (Cth), The Sex Discrimination Act 1984 (Cth), Disability Act 2006 (Vic), Education and Training Reform Act 2006 (Vic), Education and Training Reform Regulations 2017 (Vic), Equal Opportunity Act 2010 (Vic).

Policies: School Attendance Policy & Procedure, Student Discipline (including Suspension and Expulsion) Policy & Procedure, School Complaints Policy & Procedure, Privacy Policy & Procedure, Records Management Policy & Procedure, Requests for

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information about School Students Policy & Procedure, Decision making Responsibilities
for School Students Policy & Procedure

Other: VRQA Guidelines to the Minimum Standards and Requirements for School
Registration, Student Code of Conduct, Parent/Carer Code of Conduct.

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Appendix 1. Letter of Enrolment Offer

[Date]

[Full name]

[Address]

[Suburb], Vic, [Postcode]

Dear [Given name]

RE: Application for Enrolment in the VPC or the VCE Vocational Major at Julia Gillard Community College

Thank you for your application for [student name] to undertake the Victorian Pathway Certificate or the VCE Vocational Major Certificate at Julia Gillard Community College.

I am pleased to offer [student name] a place in the [VPC/ VCE Vocational Major] qualification as per the details below.

Commencement date		
Location	4 Synnot St, Werribee	
Term dates	Term 1: Term 2: Term 3: Term 4:	
Attendance hours / dates	9:00am – 3:00pm	
VET Qualification	[insert VET qualification if applicable]	
VET course fees (external)	[cost of VET qualification & payment details, if applicable]	

To accept this offer, you must:

- Carefully read the attached Enrolment Acceptance and Agreement
- Return the signed Enrolment Acceptance and Agreement

The School reserves the right to withdraw the offer of enrolment if there is no communication from you within 14 days of receipt of this letter. Please contact me on 8372 0000 if you wish to discuss any aspects of enrolment with Julia Gillard Community College.

Yours sincerely

[Principal's name]

Principal

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Enrolment Acceptance and Agreement

To accept and confirm this Enrolment Offer, please read, sign and forward this Enrolment Agreement within 14 days from the date of the offer.

1. Educational Programs and Services Provided

Julia Gillard Community College offers the following educational programs and services:

- Foundation Secondary and Senior Secondary programs including the VPC and the VCE Vocational Major
- co-curricular services including pathways counselling and student wellbeing;
- individualised learning and support that includes the development of an Individual Learning Plan for each student to guide their learning.

Note that the provision of educational programs and services does not itself guarantee a specific student outcome or level of achievement.

2. Fees & charges

No fees are payable to the School. All costs are covered including materials and excursions.

3. Conditions of enrolment

As a Parent/ Carer of a student enrolled at Julia Gillard Community College you agree to:

- support your child to meet the behavioural expectations of a student enrolled at Julia Gillard Community College and understand the consequences of those behavioural expectations not being met;
- support your child to comply with the School's Student Code of Conduct and maintain a minimum of 80% student attendance;
- comply with Parent/Carer-Code of Conduct;
- understand and adhere to all School policies which are available on the School website and which may be updated as determined by the School.

4. Termination of Agreement

This Agreement may be terminated by the Principal, or their delegate:

- post enrolment, if the Principal determines that a request for a proposed adjustment, is not reasonable, or would cause unjustifiable hardship (as per clause 8.1.vii of the School Enrolment Policy)

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- in the event that a student fails to attend scheduled classes and activities for a period of two weeks or more without prior notification of absence (as per clause 8.4.1 School Enrolment Policy)
- on the grounds of any of the following:
 - unsatisfactory student conduct or performance;
 - failure by the student and/or Parents/Carers to comply with the School's rules, policies and procedures (including the School's Terms and Conditions of Enrolment and Codes of Conduct);
 - upon identification that misleading or inaccurate information was provided to the School; or,
 - for other reasons deemed appropriate by the Principal of the School in accordance with the School's Enrolment Policy (as per clause 8.4.ii).

I/We confirm that I/We have reviewed and understand the Enrolment Agreement.

Student name	
Date	
Student signature	

Parent /Carer name	
Date	
Parent /Carer signature	