



BUNBURY REGIONAL COMMUNITY COLLEGE

Enrolment Policy



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Purpose

This policy provides information about how Bunbury Regional Community College (“BRCC” or “the College”) manages its enrolment applications and processes in relation to students wishing to attend the College, and to enable those students and their parent/carers to make informed choices about enrolling in BRCC.

This policy is intended to support the work of the local high schools, the Engagement and Participation Directorate of the Education Department, DCPFS, Juvenile Justice and other agencies and organisations who identify students who have disengaged from mainstream schooling, or who are at risk of disengaging at risk of disengaging.

Curriculum and Reengagement in Education (CARE) Schools are designed to provide education for secondary aged students who have been unable to access or have significant difficulty in accessing mainstream education. These young people fall into the category of “young people at risk.”

Bunbury Regional Community College is a CARE School that enrolls students who have been referred from mainstream schools due to low attendance and/or disengagement from their learning.

BRCC makes a commitment to its staff and students to ensure that every person is treated equally, with respect and dignity at all times, and that they can attend the College without fear of bullying, discrimination, and harassment.

BRCC students are encouraged to be considerate, courteous, responsible, and respectful. In accepting that each person is unique, staff and students do not tolerate bullying or violence in any form.

BRCC acknowledges and supports the belief that all people deserve to be treated equally and with respect and that all people have the same human rights regardless of their sexual orientation or gender identity.

BRCC is committed to creating and maintaining a cohesive and collaborative College community where every student is able to learn and work without interference in an orderly and safe environment; and where they feel pride in their contribution to the College community.

BRCC prioritises its students’ rights, safety, and wellbeing and prohibits the use of any type of child abuse, corporal punishment, or any other degrading punishment.

‘Every school is expected to have a safe, supportive, respectful and positive learning environment free from bullying, harassment, discrimination and violence, so student wellbeing and academic outcomes are maximised.’ [Department of Education WA](#) .

Scope

This policy is applicable to Bunbury Regional Community College.



Definitions

CARE School

A Curriculum and Re-engagement in Education school, established and registered solely for the education of students at educational risk.

Child a child is defined in the *Children and Community Services Act 2004 (WA)* as a person who is under 18 years of age, and in the absence of positive evidence as to age, means a person who is apparently under 18 years of age. For the purposes of this policy the words 'child' and 'student' are used interchangeably.

Child of compulsory school age means a child who is required to be enrolled in an educational programme as per section 9(1) of the *School Education Act 1999*.

College community is the students, school staff (teachers, administrators, other staff, and volunteers), parents and carers, board members, and others with an interest in the school.

Duty of Care is a duty under common law to ensure that reasonable care is taken to minimise the risk of harm to students while they are on the College premises during the hours when the College is open, and during College-related off-site activities.

Educational Risk

A student is at educational risk if he/she is of compulsory school age but unable to participate in mainstream schooling due to one or more of the following reasons:

- Is disengaged as evidenced by persistent non-attendance or a failure or refusal to enrol.
- Experiences learning difficulties or disadvantages that cannot be effectively catered for by a mainstream school.
- Is affected by life risk factors including domestic violence, abuse, homelessness, transience, addiction, chronic ill-health, or pregnancy.
- Is subject to a Children's Court Order.
- Is the subject of a Responsible Parenting Agreement covering school attendance.
- Is a persistent or serious juvenile offender.

Parent/carer includes parents, non-parental carers, foster parents, grandparents, and other carers of students.

Responsible person in relation to a student, means a parent/carer of the student; or if the student has turned 18 or who is a prescribed child, the student; or (c) a person whose details have been provided under section 16(1)(b)(ii)(II) of the *School Education Act 1999*.



Policy

Enrolment Overview and Procedure

Bunbury Regional Community College (BRCC) is a 'Curriculum and Re-engagement in Education' (CARE) School that caters specifically to students who have disengaged from mainstream education in Years 10, 11 and 12. The College offers a full-time alternative education program under the *School Education Act 1999 (WA)*.

Enrolment at BRCC starts with a referral from Student Services at the student's current high school. Information regarding enrolling at BRCC can be found on the school website www.BRCC.org.au. Information may also be obtained by calling the College on **6724 6971** or by sending an email to admin@brcc.org.au.

BRCC is a small college by design and places are limited. This means there may be a waiting period on a waitlist before a position becomes available. Enrolment may occur throughout the school year, for any year group, as determined by the Principal.

The **steps in the enrolment process** are:

1. a Referral from the student's current school is made to BRCC
2. an interview is held with the student and parent/carers
3. completion of paperwork for enrolment
4. an offer of a place (full enrolment) may be made
5. details are entered onto enrolment register and a student file is established
6. commencement.

Due to the limited number of student places, a referred student may be placed on a waitlist for enrolment. The College will contact the parent/carer when a position has become or is likely to become available.

If the parent/carer is not contactable after separate three attempts on different days have been made to contact them, and/or they do not respond to messages left within five working days of the contact being made, the student applicant may be removed from the waitlist.

It is important that parent/carers are aware that placing a student's name on the waitlist does not create a legal obligation on the College to make a place available, or to offer a place in order of when names are placed on the list. Having a referral and place on the waitlist does not guarantee enrolment at BRCC.

The Principal is responsible for determining whether each student referred for a place at BRCC is at educational risk and meets the requirements to be able to be offered an enrolment.

As the safety of our students and staff is always of primary importance, potential students will be interviewed to assess if BRCC will be a good fit for them, and if the potential student will be a good fit for BRCC. An interview with parent/carers and students does not guarantee an enrolment at BRCC.

The reasons and evidence for the Principal's decision will be fully documented in the record of the enrolment interview and retained on file.

Attendance requirements will be discussed at the interview to be understood by all parties. Students and parent/carers are expected to commit to meeting attendance requirements set



out under the *School Education Act 1999* and BRCC Attendance Policy.

The parent/carer and student will be invited for an initial interview with the Principal or Campus Manager and/or Senior Social Worker. The student and a parent/carer must be present at this interview. Additional BRCC staff may also attend. At this interview, the suitability of BRCC in respect to the student's needs will be explored and assessed.

A tour of the College by the Principal or Campus Manager and discussion of the student's needs will follow. Occasionally, the Principal will inform the parent/carers at this point that they do not believe that the student meets the criteria for enrolment at a CARE school.

If BRCC is found by all parties (BRCC and the student/parent/carer) to be suitable for the student an enrolment at the College may be offered. If this occurs the parent/carer will be given an enrolment package for enrolment. A transfer of the student's enrolment to BRCC will be notified to the student's school within five (5) days after the enrolment forms have been completed and the student has commenced at BRCC.

In some cases where a parent/carer has knowingly withheld material information relevant to the application/enrolment process, then the Principal reserves the right to refuse or terminate enrolment on that ground under section 20 of the *School Education Act*.

An Individual Education Plan will be created, and considerations made for attendance, plans, and other individual needs. A discussion will be held to assess the capacity for the parent/carer to pay fees or other amenities. If there is a low capacity to contribute to fees and other costs, it will not be considered an obstacle or barrier to enrolment.

Enrolment documents are requested to be returned within two weeks, to be considered for further enrolment process. No enrolment deposit is required.

In the case of an independent minor, or an independent student over the age of 18 applying for enrolment, at least one other adult-carer or agency/support-worker must attend the interview with the student.

If the parent/carer and student wish to take up the offer of an enrolment, they will be requested to complete an Enrolment Form and supply all required documentation (see 'Responsibilities of Parents/Carers').

The College adheres to the BRCC Privacy Policy statements regarding the management, storage, transfer, and disclosure of confidential and personal information.

Responsibilities of the College

- To ensure that the College's enrolment and attendance procedures comply with all legal requirements.
- To document and retain evidence supporting the decision that a student enrolled was or is educationally at risk.
- To maintain an Enrolment Register.
- To maintain enrolment records in accordance with the School Education Regulations.
- To comply with the BRCC Privacy Policy.



Responsibilities of Parents/Carers

Parents wishing to enrol their child at BRCC must supply the following documentation:

- Birth Certificate.
- Medicare Card.
- Healthcare or Concession Card (if applicable).
- A current Immunisation History Statement (issued by the Australian Immunisation Register) no older than 2 months.
- Previous NAPLAN results (if applicable).
- Previous semester school report.
- Any specialist educational and medical reports (if applicable).
- Copies of Residency Orders, Parent Responsibility Orders, Contact Orders, Parenting Plans or Court Orders (e.g.: VRO).
- Any documentation that may be required to determine the residency status or visa subclass of the parent or the child.

If the required documents are not provided, it may lead to an enrolment not proceeding, or being delayed.

Enrolling Students on Visas

When enrolling a student who is not an Australian citizen, BRCC will need to determine the residency status or visa subclass of the parent/carer or child at the time of enrolment is required.

Documents to demonstrate residency status or visa subclass may include:

- Visa information relating to the student or parent/s.
- Evidence of citizenship or valid passport with date of birth and visa at time of enrolment.
- Passport and visa expiry dates.
- Documentation and assessment material used by the School to make the decision that a student satisfies the definition for census inclusion as a Student on a Visa.

These records may be required as evidence for validation of funding claims and must be kept for seven years.

BRCC is not a CRICOS registered school and therefore does not enrol international students.

School Fees

School fees are invoiced each term at \$250 per term.

Parent/carers are welcome to arrange a weekly or fortnightly direct debit to make the payment of these costs more manageable. If you are experiencing difficulty in paying fees, or need any assistance please contact the Campus Manager on **6724 6971**.

Payment can be made directly into the School account by bank transfer, or alternatively in person at the main office by cash or debit/credit card. If paying by direct debit, the name of the student must be included to identify the payment. Bank details for direct payments can be found on the fees invoice.

BRCC generally covers the cost of most activities, excursions, and camps. Sometimes, there may be a small student contribution payable to attend an excursion. The contribution must



be paid in full prior to the activity. If you are having trouble in paying, please contact the Campus Manager.

Attendance

An education is one of the greatest gifts that a parent/carer can give to a child. To benefit from the opportunities attending BRCC can provide, all students need to attend school regularly and arrive on time to all classes unless they have a valid reason (e.g. sickness) to be absent.

Students are expected to attend school every day the College is open for classes. This is a requirement for all students in Western Australia under the *School Education Act 1999*. It is the responsibility of the parent/carer to ensure that the student reaches this target. Please refer to the BRCC Attendance Policy on the College website for more information <http://www.brcc.org.au/brcc-policies/>.

School Hours

Students are at school from 8:45am-2:30pm Monday - Thursday and 8:45am - 12:30 pm on Fridays, although times may vary if students are away from school, e.g. in a workplace or on an excursion. Each day is divided into 90-minute blocks with recess and lunch in between.

School Wear

Students will be expected to wear clothing that is modest and fit for purpose. There is no compulsory uniform. Our students have designed a school polo shirt and warm top to give students and staff something to wear that identifies them as part of the College. Each student is given a complimentary hoodie and polo shirt upon full enrolment.

Removing a student from the enrolment register

A student will be removed from the enrolment register if:

- a transfer note has been received from another school in WA or interstate
- it has been established that the student no longer resides in Australia
- a parent of the student is registered as the student's home educator
- the student is not attending despite the school having taken all necessary steps to encourage and enable attendance as outlined in the College's Attendance Policy
- the student is no longer of compulsory school age
- it has been established that the student has entered into further education, formal training, or full-time employment.

Retention of enrolment records

The enrolment particulars of each child will be retained for a minimum of seven years from the day on which the child's enrolment ceases and thereafter will not be destroyed without the authority of the Director General of the Department of Education

Applicable Legislation

School Education Act 1999

School Education Regulations 2000

School Curriculum and Standards Authority Act 1997



Policy Review Date

This policy is due for review annually.

Contact BRCC

Web <http://www.brcc.org.au/contact/>

Email admin@brcc.org.au

Phone 6724 6971

Bunbury Campus: Level 1/16 Victoria Street, Bunbury

Busselton Campus: 50 Albert Street, Busselton WA 6280

Approval Process	New Policy or Amendment	Minor Amendment or Review
<i>First Approved</i>	December 2016	n/a
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<i>Endorsed by Principal</i>	28 March 2022	n/a
<i>Endorsed by Director</i>	31 March 2022	
<i>Governing Council Approval</i>	13 May 2022	n/a
<i>Next Review</i>	March 2023	



Appendix 1 – Referral Form

BUNBURY REGIONAL COMMUNITY COLLEGE

REFERRAL FORM



School / Referring Agent:		Date:	
Contact Person:			
Phone number/Email:			
Student Name:			
Date of Birth:		Current Year Level:	
Parent/Guardian Name:			
Address:			
		Postcode:	
Phone Numbers:			
SCSA Number:		USI Number:	
Reason for Referral <i>(Please fill in all sections with as much detail as possible)</i>			
Current Attendance			
Academic achievement and learning needs	IEP/PLP developed	Yes / No	
Behavioural history and needs	Behaviour Management Plan	Yes / No	
	Escalation Profile	Yes / No	
Medical Needs	Health Care Plan	Yes / No	
Psychological needs	Risk Management Plan	Yes / No	
Support services involved with this student:			

Please email to: referrals@brcc.org.au or contact 0460 757 995 for enquiries

